



PRIORITY enrollment

**CONCORD SIBLINGS
FBC STAFF AND MEMBERS
WAITLIST STUDENTS**

BEGINS JAN 27TH
concordchristianschool.org

18/19 Concord Christian School and Preschool ENROLLMENT 411

Priority Enrollment starts Saturday, Jan 27th at 12:01 AM

- 1. Who can apply during Priority Enrollment?**
 - Concord Christian Preschool Siblings
 - Concord Christian School Siblings
 - FBC Staff & Church Members Children
 - Students currently on a waitlist for Concord Christian School/Preschool
- 2. On-Line Application** - We are thrilled to be able to offer the convenience of on-line applications. The 2018 - 2019 application will be available from our website:
<http://www.concordchristianschool.org/admissions/apply-now.cfm>.
- 3. Applications are school specific.** Please choose the logo for the school you wish to apply to.
 - **Concord Christian Preschool**
 - Full Day/Half Day Care
 - Summer Only Preschool
 - **Concord Christian School**
 - Kindergarten – 12th Grade
 - You can apply for KidzConnect for after school care. Please carefully select the application packet to be certain you have all of the programs you will need.
 - **KidzConnect Only Applications** will be available soon
- 4. Do I need to create a new on-line application Account if I already have ParentsWeb account?** Yes. If you have a student already at Concord, you will still need to create a new On-Line Application Account. We will link the new student to our existing ParentsWeb account after the application is submitted.
- 5. If you recently created an application account, please login with that ID and choose to add another child.** There are steps if you no longer know your login id. Here is the link:
<https://cc-tn.client.renweb.com/oa/login.cfm?memberid=1258>
- 6. A non-refundable Application Fee is required with each student's application.** The fee is dependent on the application and school. Examples are:

• Summer Only Preschool	\$75
• Preschool	\$145
• KidzConnect After School Care	\$145
• School	\$400
- 7. Priority Enrollment runs from Jan 27 - 31.** We have had many inquiries about space so please do not put off applying for a sibling while you have the best opportunity.
- 8. After Feb 1st, we will process all applications and re-enrollments based on the time and date stamp from when the payment was submitted.**

Open Enrollment starts Thursday, Feb 1st at 12:01 AM

1. Who can apply during Open Enrollment? Open Enrollment is open to the public.
2. Applications will be given a time and date stamp from when the application fee payment was submitted.
3. We will process all applications and re-enrollments based on the time and date stamp from when the payment was submitted.

Class Availability, Waitlists and Interviews

1. New Students will be notified by February 20th of their status.
 - a. Class seat available – proceed to interview see Application Checklist
 - b. Class seat unavailable – name goes to that grade's waitlist.
2. If we receive more applications than space allotted for the class, you will be offered the opportunity to move to our waitlist.
3. Waitlists change significantly throughout the spring and summer. Often, we are able to place several students from our waitlists in a class prior to the first day of school.
4. Waitlist is populated based on time and date stamp from the application. This list is used to fill spots as they become available.
5. If you do not want to be on the waitlist, the Application Fee will be reimbursed.
6. Waitlist students choosing to remain on the waitlist that do not receive a spot in a class will also receive a refund of their Application Fee.

Application Checklist for Concord Christian Preschool

The application process is self-managed. It is the responsibility of the parent to ensure that all required information has been submitted to the Preschool Office. A submitted application is not a guarantee of acceptance. In order to complete the application process, please be sure the office has the following:

- Updated copy of the divorce decree and other custodial documents (if applicable)
- Updated Immunization form

Please read our updated Preschool Parent Handbook: [Parent Handbook 2018-2019](#)

After your Application Packet is submitted, you will receive a confirmation email. If you have any questions about the process, please feel free to contact me at jstogner@concordcs.org.

Application Checklist for Concord Christian School

The application process is self-managed. It is the responsibility of the parent to ensure that all required information has been submitted to the Admissions Office. A student's admission file will not be reviewed until all required materials have been submitted.

All of the following materials are required for consideration for admission:

- Submission of On-Line Application
- Payment of \$400 per student Registration Fee - Payable online with application
- Updated copy of Tennessee Department of Health - School Immunization Record
- Copy of Birth Certificate
- Copy of two most recent years Report Cards – if applicable
- Copy of two most recent Standardized Test Results – MS & HS
- Copy of divorce decree and any custodial documents - if applicable

Once we have received your completed application and required forms, we will contact you to schedule your Admissions Interview with the appropriate School Principal.

If you are considering applying to Concord Christian School for 2018-19 below are some details you will need to complete your application.

Info needed to complete our on-line application

- Family details - address, contact info
- Grandparent contact info
- Medical details along with Dr. name and number, hospital name and number and dentist name and number
- Insurance Name, Policy & group #
- Emergency contact info and pick up info
- If you have a Student Driver- Make & Model of their vehicle & Driver's License #.
- Having read our Parent/Student handbook, you'll be able to breeze past many of the read and sign forms and directly sign the permissions, and authorizations. Link for handbook on the website is here: [CCS Student/Parent Handbook](#)
- Bank and check info if setting up auto draft
- Credit card for paying enrollment fee
- *Scanned copy of immunization record*
- *Scanned copy of birth certificate*
- *Scanned copy of last year's report card and this year's first semester grades*
- *Student Interview Form*

The last 4 items can either be uploaded or given to us at a later date. They are not required to submit application. However, we will need all of those documents prior to scheduling the admissions interview.

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