



## APPLICATION PROCEDURES

**IMPORTANT: ALL FORMS MUST BE COMPLETED AND ACCOMPANIED BY ALL APPLICABLE FEES. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

1. Complete, sign, and return all application forms. Students in grades 7 through 12 must complete the "Student Commitment" section. ***(Both parents or legal guardians must sign all forms.)***
2. Application, Registration, and Building Fees must be paid at the time the Application for Enrollment is submitted. If the application is submitted after July 15, the Materials Fee must also be submitted with the application.
3. Confidential pastoral references are required for all student applicants in grades kindergarten through twelve. Parents complete and sign the Student Information section and submit the form to their pastor, youth pastor, children's pastor, Sunday School teacher, or other church leader. Completed forms are sent directly to CPCS and are used only for admission purposes.
4. Each new applicant is required to submit a copy of their birth certificate with the Application for Enrollment, and a copy of his/her most recent report card and standardized test results. High school student applicants must also submit a copy of their high school transcript. International student applicants must also submit a copy of their bank statement (in English), a copy of their passport or visa, and English proficiency test scores (e.g., TOEFL, SLEP – grades 7-11). The application is considered incomplete without these items.
5. Student applicants residing with a legal guardian(s) must submit legal documentation with the application. Legal guardian(s) are required to sign all CPCS application and financial paperwork.
6. A personal family interview is required for all new applicants. An interview appointment will be scheduled only when the application is complete and the school has received all required forms as indicated in # 3, 4, 6, & 7 of these application procedures. Student applicants and both parents/guardians must be present for the family interview. Additionally, students in grades 7 through 12 are required to attend a SECONDARY FINALIZATION MEETING. Waiting lists may be initiated when applicable. Family interviews must be completed before a student is considered for admission or for placement on a waiting list.
7. As required by Washington State law, students will not be allowed to attend school until all immunizations are current, and an IMMUNIZATION CERTIFICATE enclosed with the application is completed, signed by a parent/guardian, and submitted with the Application for Enrollment.
8. Student applicants may be required to take aptitude, achievement, and/or diagnostic tests at the School before admission to classes.

Cedar Park Christian Schools ("School") are open to all children without regard to race, sex, color, disability, or national origin. The School complies with all federal and state disability laws (as applicable to the School), and will make reasonable accommodations to otherwise qualified applicants. The School cannot guarantee a student's eligibility for continued enrollment after his or her initial admittance to the School.

The School reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the school administration and to abide by its policies and regulations.