



# Atlantic Shores

Christian School

## ENROLLMENT PROCEDURES

Please read through all of the materials included in this New Student Admissions packet. Once you have come to a final decision to enroll your child(ren), please follow the Enrollment Procedures as listed in the steps below:

**Step One:** Complete and sign the enclosed application and obtain all copies of your child's records from previous schools.

**Step Two:** In order to properly process information accurately, it is important that **all** of the following items are complete and submitted to the Admissions Office before scheduling your interview.

- \_\_\_\_\_ completed Application for Admission and \$75.00 application fee
- \_\_\_\_\_ a recent photograph
- \_\_\_\_\_ copy of birth certificate
- \_\_\_\_\_ immunization & medical records
- \_\_\_\_\_ standardized tests scores
- \_\_\_\_\_ transcript of classes and most recent report card
- \_\_\_\_\_ completed Student Record Release form
- \_\_\_\_\_ completed Pastor's Recommendation
- \_\_\_\_\_ completed Student Information Sheet (grades 7 – 12)

**Step Three:** Contact the appropriate school's Admissions Director to set up an interview time with the Principal (Elementary) or Deans (Secondary). **Interviews will not be scheduled until ALL paperwork is received by the Admissions Office.**

ELEMENTARY (K4-6) — *Mrs. Robin Arends*

Phone: (757) 479-1125 or Email: rarends@shoreschristian.org

SECONDARY (7-12) — *Mrs. Cindy Hudgins*

Phone: (757) 479-9598 or Email: chudgins@shoreschristian.org

**Step Four:** Upon acceptance, an appointment must be set up with Marilyn Clark in the ASCS business office (757- 479-1133). This appointment will be held in the Business Office located at the Elementary Campus (1861 Kempsville Road) and will require payment of the enrollment fee to finalize the contract.

**Step Five:** We welcome your family to the Atlantic Shores Christian School family. It is a joy to have you as our partner, and we look forward to serving your family throughout the year. As we move forward, we will supply additional information to you through the mail and on our website: [www.shoreschristian.org](http://www.shoreschristian.org).