

## ADMISSION'S CHECK LIST



Applicant's name: \_\_\_\_\_ Date: \_\_\_\_\_

### Preliminary:

(Application and unofficial transcript must be submitted to begin the application process).

\_\_\_\_\_ Application for Admissions Form  
\_\_\_\_\_ Unofficial transcript (High School only)

### Application Procedure:

(Complete the following forms and return to FACS along with \$50 application fee for admission's review.)

\_\_\_\_\_ Confidential Recommendation Form – teacher, counselor, principal  
\_\_\_\_\_ Transcript Release  
\_\_\_\_\_ Copy of latest report card and testing information  
\_\_\_\_\_ Financial Aide Application (if necessary). Available at [www.facsconcord.com](http://www.facsconcord.com).  
*Look for the FACTS link.*

### Interview Procedure:

\_\_\_\_\_ Interview with principal. **Interview will be scheduled upon receipt and review of ALL application forms. (Time and Date of Interview: \_\_\_\_\_)**

### Acceptance Procedure:

\_\_\_\_\_ Placement testing completed and evaluated by FACS @ \$30 per test.  
\_\_\_\_\_ Notification of acceptance received along with financial agreement – Includes all financial assistance and obligations.  
\_\_\_\_\_ Payment of \$250.00 registration fee is required to hold a place in student's assigned class.  
\_\_\_\_\_ Parental Agreement (Handbook must be read first)  
\_\_\_\_\_ Annual Field Trip Release/Emergency Medical Form  
\_\_\_\_\_ Medical Treatment Form  
\_\_\_\_\_ Image and Technology Release Form  
\_\_\_\_\_ Copy of birth certificate and social security card  
\_\_\_\_\_ Current immunization record and physical examination  
\_\_\_\_\_ Copy of custody documentation if student is not living with both parents.  
\_\_\_\_\_ Remit a copy of the official withdrawal form from previous school  
\_\_\_\_\_ Requested Course registration form completed (High School only).

*A student must be 5 years of age by October 15<sup>th</sup> of the enrollment year to enroll in the FACS kindergarten program.*

**Office use only: (initials required when copy of document given)**

Copy of unofficial transcript Guidance: \_\_\_\_\_  
Copy of application Assistant Principal: \_\_\_\_\_  
Copy of application Principal: \_\_\_\_\_  
Copy of application Headmaster: \_\_\_\_\_  
Copy of transcript Guidance: \_\_\_\_\_  
Copy of official withdrawal form from previous school attended: \_\_\_\_\_  
Requested Course Registration Guidance: \_\_\_\_\_  
\_\_\_\_ Student accepted for enrollment  
    Date \_\_\_\_\_  
\_\_\_\_ Student denied acceptance  
    Date \_\_\_\_\_  
\_\_\_\_ Student withdrew application  
    Date \_\_\_\_\_

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Headmaster's Signature