



ADMISSION PROCEDURES FOR SIBLINGS

Prestonwood Christian Academy

6801 W. Park Blvd. • Plano, TX 75093
972-930-4010 • Fax 972-930-4008

Application Requirements

1. A COMPLETED APPLICATION.

The following must accompany the application:

- Copies of previous school(s) records including all educational and diagnostic testing, report cards (last two years) **and an official transcript** (8th – 12th grades). NOT applicable for PK & KD.
- A copy of the applicant's Birth Certificate
- Health records. Immunization records must be submitted with the application. Health information forms may be copied or transferred from the previous school and are not needed until the student is enrolled. **Upon acceptance, a student entering our school for the first time must submit a current physical exam with a physician's signature. No student will be allowed to enter school without the proper health records on file.**
- \$100.00 Application fee due at the time of applying.
- Updated Family Photo

2. TESTING

The admission office will schedule testing after the receipt of all above stated forms.

3. PARENT INTERVIEW

Because you are an existing family, an interview will not be necessary. You may request an interview if desired.

4. ACCEPTANCE

Official acceptance (or non-acceptance) will be communicated to all families in writing. Only a signed Contract of Enrollment guarantees enrollment for your child.

5. DEADLINES

The re-enrollment deadline for current students occurs in January. If your child has been accepted and if space is available, a Contract of Enrollment will be sent in March, and you will be given a deadline to respond.

6. PAYMENT OF TUITION AND FEES

PK-12th grade: Tuition paid annually on March 1 for the following school year is discounted. Tuition may also be made in 12 equal payments March 1 – February 1. The Admission Fee may also be paid over the same 12-month period.