



Calvary Christian School New Family Admissions Checklist

Step 1: Inquiry and introduction

- ☐ Submit an **Inquiry Form** found on the website. (www.ccsspartans.com)
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Step 2: Application

(Step 2 and Step 3 may be completed in either order)

- ☐ Start and submit the **Application for Admission** (www.ccsspartans.com)

Have the following ready to upload:

- Photo of student/ Birth certificate/ Name and email for **pastor recommendation & teacher recommendation**/ IEP and ETR, if applicable

- ☐ **Pay the Application Fee** when you submit the application
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Step 3: Family Visit

(Step 2 and Step 3 may be completed in either order)

- ☐ Schedule your **Family Visit** at (www.ccsspartans.com) to tour the campus and meet with our Admissions Director, Ben Moore & get a personalized **Tuition & Fees Estimate**
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Step 4: Admissions review

- ☐ Student participates in an **assessment, and/or IEP and ETR review, if applicable.**
 - ☐ Receive an **admissions decision** phone call from Ben Moore and email from Ryan Hyde, Head-of-school.
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Step 5: Enrollment packet

- ☐ Complete the **Enrollment Packet** in your parent web portal.

Includes:

- Financial agreement (*September 15 - all financial agreements to be finalized in the Business Office. Balances do not need to be paid in full at this time, but each family must have an active payment plan in place with current bank account or credit card information on file.*)
 - Statement of faith agreement (www.ccsspartans.com)/ Immunization records
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Step 6: Financial aid and scholarships

(This step can only begin once the Enrollment Packet is completed)

☐ Apply for scholarships as eligible:

- Ed-Choice Scholarship [Ohio Ed Workforce](#) (Ed-Choice expansion is generally the form you want)
- Jon Peterson Special Needs Scholarship [Ohio Ed Workforce](#) for anyone with IEP.
- FACTS Scholarship Application online.factsmgt.com *(Must create new FACTS account to apply)*
- OCEN SGO Scholarship [Ohio Christian Education Network](#) *(Choose start year & CCS in dropdown)*
For clarification on which scholarships apply to your family, email financialaid@calvaryk12.org

☐ **Return signed ED-CHOICE Acceptance Letters to office when you receive them in the mail to finalize scholarship.** *(They are mailed out from the state in August)*

Step 7: Schedule classes, grades 5 through 12

(This step can only begin once the Enrollment Packet is completed)

☐ Contact our guidance counselor, **Jen Wylie**, at jwylie@calvaryk12.org to schedule classes.

Step 9: Getting connected

- ☐ Download the **CALVARY APP** for staying connected with school news, updates, and resources that support your family every day: • Apple App Store [Apple](#) • Google Play [Google Play](#)
 - ☐ Download the **ClassDojo App** for Lower School (5th & under) families:
• Apple App Store [Apple](#) • Google Play [Google Play](#)
 - ☐ Sign up for the **Email Newsletter** on the Calvary website: Newsletter signup. ccsspartans.com
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Step 8: Before school starts

- ☐ Review the **Student Handbook** on the Calvary App.
 - ☐ Attend the **New Family Open House and Club Fair on Open House Night**
 - ☐ Find your **school supply list** on our website or the Calvary App.
 - ☐ Attend any PTSF Events throughout the year to meet new friends and families! *(Bowling Party, Back to School Bash, Summer Pool Party, Etc...)*
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Step 10: Ongoing family involvement

- ☐ Get involved through the PTSF or Prayer Team and stay updated through the Calvary App
- ☐ Support our community by serving in classrooms, concessions, or school events wherever you can