



Bethany Christian School

1100 West Dorchester Avenue . West Melbourne, Florida 32904
321.727.2038 FAX 321.729.4212
www.BCSmelbourne.com

PARENT ADMISSIONS PROCESS 2018-19 School Year

Step 1: Campus Tour

We invite all prospective students to visit our campus for a personal tour. We also offer a time for students in 3rd grade and above to come and shadow for a day to experience BCS first hand. You may call the school office to schedule at 321.727.2038.

Step 2: Application

- Bethany Christian School utilizes an online admissions application. To begin the online application process, visit our website www.BCSmelbourne.com and click on the admissions tab and then on online application. Select Create an Account, then log into your account and Create a New Student Application for each child you wish to enroll. You will then have the flexibility of logging in and out of your account to access your applications. Please make sure you press **SUBMIT** when you have completed the forms. We do have a paper application process if you do not have access to the internet or prefer paper.

Step 3: Organization of All Necessary Paperwork

- A copy of the student's birth certificate
- A copy of the student's physical (within the last year)
- A copy of the student's immunization (shots) record
- Completed Student Application
- A copy of the student's recent report card (Grades 1-12)
- A copy of any assessment or standardized testing (grades 1-12, if applicable)
- Recommendation letter from teacher/principal from prior school (3rd-12th)
- A copy of student's IEP (if applicable)
- Non-refundable application fee
- Completed Records Request form
- Completed Student Questionnaire (6-12 grades)

Return all of the above to: Office of Admissions: 1100 West Dorchester Ave. West Melbourne, FL 32904

(cont.)

Step 4: Admissions Testing

- All new students MUST be tested prior to interview. We will schedule same date as the interview.

Step 5: Interview

- You will be contacted to schedule your interview with Mrs. Schwanda or Mrs. Shekell, the interview is with parent(s) and students.

Interview date: _____ Time: _____

Step 6: Acceptance You will receive a telephone call or a letter of acceptance from the Admissions Office.

Step 7: Finances and Other Paperwork – (NOTE: All the forms below must be provided before your child(ren) can attend class.)

- Financial Agreement
- Immunization Certificate (form 680)
- Liability and Parental Consent Form
- Recent Physical (form 3040) (within last year)
- 911 Emergency/Contact Form
- Birth Certificate
- Recommendation Letter (Grades 3-12)
- Scholarship Award Letter or Confirmation (if applicable)