



Bethany Christian School

1100 West Dorchester Avenue . West Melbourne, Florida 32904

321.727.2038 FAX 321.729.4212

www.BCSmelbourne.com

ADMISSIONS PROCESS

Step 1: Campus Tour – Sustaire/Carpenter/Batson/Wynn/B Hughes

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 firsthand. 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 online application. Select Create an Account, log into your account and Create a New Student Application for **EACH** student you wish to apply. You will then have the flexibility of logging in and out of your account to access your application(s).
- ☐ Student Name (F,L) _____ Grade _____ Gender ___M___F
Scholarship: Full Pay___ FES UA___ FES EO___ FTC___ Staff___

Step 3: Organization of All Necessary Paperwork

- ☐ A copy of the student's birth certificate.
- ☐ A copy of the student's immunization (shots) record.
- ☐ A copy of student's physical (within one year from student's start date.)
- ☐ Completed Student Application/Enrollment.
- ☐ A copy of the student's recent report card (grades 1st-12th); PK4 assessment for K5.
- ☐ A copy of any standardized testing. (grades 3rd-12th)
- ☐ Recommendation Letter from previous Teacher/Principal (grades 1st-12th if possible).
- ☐ A copy of student's IEP/504 Plan (if applicable).
- ☐ Completed Records Request form – (grades 1st-12th - we submit to previous school upon acceptance).
- ☐ Completed Student Questionnaire (grades 5th-12th).
- ☐ Non-refundable application fee

NOTE: Do not hold up enrollment packet waiting on physicals/immunization records; submit and provide documents to front office at a later date (you have two (2) weeks once enrolled at BCS to give to Admissions

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

Step 4: Admissions Testing MAPS (if necessary)

- ☐ Testing is required for ALL new students without grades. Testing will be done **prior** to interview.

Step 5: Student Services (if necessary)

- ☐ If student has an IE/504 Plan and does not require Special Services, must have interview with Student Services

IEP: yes___ no___; 504 Plan: yes___ no___.

Step 6: Interview (must take place after application/enrollment packets completed)



Interview date:_____ Time:_____

Grade:_____

Step 7 : Acceptance – Communicated by **Mrs. Batson/ /Mrs.Hughes/Dr. Wynn** at time of the interview or contacted by **Rosie Carpenter** after interview is final and decision has been made.

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