



Bethany Christian School

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

ADMISSIONS PROCESS

2026-2027 School Year

Starting Date: _____

Step 1: Campus Tour – *Batson/Wynn/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 – *Carpenter* (initials: _____) **Parent's Last Name if different:** _____

- Bethany Christian School utilizes an online admissions application. To begin the online application process, visit our website www.BCSmelbourne.com and click 'ADMISSIONS', scroll down and click 'Start Application'. Once you have submitted the application(s) and paid the fee(s), Admissions will email you further instructions on how to fill out the enrollment packet.*

Student Name (F,L) _____ Grade _____ Gender ___M___F
Scholarship: Full Pay ___ SUFS ___ Staff ___

Step 3: Organization of All Necessary Paperwork – *Carpenter* (initials: _____)

- 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 forms.*
- A copy of the student's recent report card/transcript (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*

Step 4: Admissions Testing MAPS (if necessary) – Batson/Hughes/K Wynn (initials: _____)

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

Step 5: Student Services (if necessary) K. Wynn (initials: _____); Special Needs: Sustaire (initials: _____)

- If student has an IEP/504 Plan

IEP: yes ___ no ___; 504 Plan: yes ___ no ___.

Step 6: Interview (must take place after application/enrollment packets completed) – Batson/Hughes/S Wynn (initials: _____)

- 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. (Initials: _____)

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Step 8 : Finances and Other Paperwork – Carpenter/Turner//Shekell (initials: _____)

- Financial Agreement
- Liability and Parental Consent Form
- 911 Emergency/Contact Form
- Student Questionnaire (grade 5th-12th)
- Scholarship Award Letter (if applicable)
- Immunization Certificate (form 680)
- Recent Physical (form 3040)
- Birth Certificate
- Recommendation Letter (grades 1st-12th)

Parent's Last Name if different:

Step 9 : Final Review by Shekell/Turner/Carpenter (initials: _____) _____

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