# Admissions Checklist for Kindergarten-5th Grade

Applicants for elementary school (grades K-5) will need to provide the following items to the Admissions Office of Oklahoma Christian Academy:

☐ Completed application form

☐ Application Fee (made payable to OCA—Oklahoma Christian Academy)
- ✓ $50 non-refundable application fee due at time of application

☐ Two Confidential Recommendation Forms
- ✓ Teacher
- ✓ Principal

☐ Signed Request for Records Form to facilitate the transfer of official transcripts and most recent achievement test results
- ✓ Kindergarten: Not applicable—if entering at the beginning of the year; If entering mid-year, 1st semester assessment
- ✓ 1st grade: kindergarten assessment/report card. If entering mid-year, 1st grade report card in addition to kindergarten assessment/report card.
- ✓ 2nd-5th grade: A copy of the previous 2 years report cards, most recent achievement test scores (if applicable)
- ✓ Report cards must reflect a minimum cumulative GPA of 2.0

☐ Completed Admissions Assessments (An admission assessment is required for all applicants and is arranged through the Admissions Office.)
- ✓ All Incoming Kindergarten Students Early Childhood Screening Inventory (ESI) (This screening will provide an overview of the student's readiness in various areas.)
- ✓ STAR Reader (1st-5th grade)
- ✓ STAR Math (2nd-5th grade)

☐ 2013 Signed Permission Form—(medical, pick-up, computer, & picture form)

☐ Student/Parent Interview with Designated Principal

☐ Enrollment fee made payable to OCA
- ✓ $200 Non-refundable Enrollment Fee due prior to or at signing of Enrollment Contract

☐ Signed Enrollment Contract

☐ Uniform Information

--------------------------------------------------------------------------------------------------------------

**A copy of the student's official immunization record and a copy of their official birth certificate must be on file in the school office two weeks prior to the first day of school. Students are not permitted to begin class until the office has received/checked their immunization record.**