



5805 Live Oak Drive, Kelseyville Ca 95451  
Phone 707-262-1522 ~ Fax 707-263-4466  
office@kcaeagles.com  
www.kcaeagles.com

*"equipping students to fulfill their God-given potential"*

## Admission Procedure

1. Obtain an admissions packet from the school office which includes:
2. Application for Enrollment: Complete one form per student
3. Request for Release of School Records
4. Return completed forms as well as the registration fee to the office. Registration fees are only refundable if we are unable to admit students.
5. If requirements are met, a time will be set for placement testing with the classroom teacher.
6. Parents and their child are required to attend an interview with the principal and teacher(s) to determine eligibility of admission.
7. Once a student has been accepted, the following documents are needed prior to September 1st:

## Items Needed for School Entry

### Kindergarten\*:

- Birth Certificate
- Immunization Records
- Report of Health Exam for School Entry

### 7<sup>th</sup> Grade\*:

- Immunization Records
- Request for Release of School Records

*\*Receipt of these items does not guarantee enrollment. Each potential student will be assessed by the respective class teacher. You will be contacted at a later date to schedule the assessment. Additionally, KCA will review records received from your child's previous school(s). Once these items are completed, we will contact you to discuss enrollment for your child.*

All new students to KCA will be placed on a 90-day probationary period, at the end of which an evaluation will be made on the student's adjustment. Consideration will be made in the areas of: academics, spiritual development, social adaptability, and the overall fit. If it is determined that a student is not satisfactorily adjusting to KCA in any of these areas, and remediation has not proven to be effective, the student may be asked to seek enrollment elsewhere.