



Phone (707) 262-1522 Fax (707) 263-4466  
P.O. Box 1515, Lakeport, CA 95453  
office@kca eagles.com  
www.konochristianacademy.com  
*Equipping students to fulfill their God-given potential*

## Admission Policy & Procedure

1. Konocti Christian Academy provides a content rich, academically rigorous education in a safe, caring and structured environment with a Biblical foundation and Christian principles.
2. Admission to Konocti Christian Academy is determined based on student transcripts, discipline records, attendance, a personal interview with parent(s) and student, and placement testing.
3. Konocti Christian Academy is not equipped with the resources required to serve children who are seeking to be admitted into special education programs.
4. Attendance at Konocti Christian Academy is a privilege, not a right.
5. Students must demonstrate a desire to be educated in a Christian school atmosphere.
6. Enrolling at KCA means both parents and students have read and agree with the philosophy and mission, the doctrinal statement and the policies, and look forward to participating actively in the process.
7. Students or families whose behavior, whether in action or attitude, is not in a spirit of cooperation with the school's policies, will be asked to withdraw.

### Admission Procedure:

1. Obtain an admissions packet from the school office which includes:
  - Application for Enrollment: Complete one form per student
  - Request for Release of School Records
2. After these forms have been completed, return them and the non-refundable registration fee to the office. Fees are refundable only if we are unable to admit students.
3. If requirements are met, a time will be set for placement testing with the classroom teacher.
4. Parents and their child are required to attend an interview with the principal and teacher(s) to determine eligibility of admission.
5. Once a student has been accepted, the following documents are needed prior to September 1<sup>st</sup>:
  - TK and Kindergarten only:
    - Birth Certificate
    - Immunization Records
    - Report of Health Exam for School Entry
  - 7<sup>th</sup> Grade only:
    - Immunization Records
6. The signature page of the current Parent-Student Handbook is due back by the end of the first week of school.
7. 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.