

# Cornerstone

CHRISTIAN ACADEMY



# Student Admission Packet

2600 N Highlands Blvd

Avon Park, FL 33825

(863) 453-0894

[www.ccaap.org](http://www.ccaap.org)

Updated 3/22/16



### Applicants

Qualified candidates for admission to Cornerstone Christian Academy are performing at grade level, with report card grades of "C" or better, and standardized test scores in reading and math at or above the 50<sup>th</sup> percentile or level 3 on the FCAT. Students are expected to have exemplary conduct at their previous school.

### Step 1 – Application

Students submit a completed application including:

- A copy of the most recent report card and final report card from the previous year
- A copy of the most recent standardized test scores (SAT 10, FCAT, FSA, etc.)
- Birth Certificate
- Parent Questionnaire form
- Non-refundable application fee \$100 per student

### Step 2 – References

Requests from student/parent should be mailed or electronically submitted to CCA from the following persons:

- Submit a Confidential Ministry Reference from the pastor of your congregation
- Submit a Confidential Teacher Reference form from previous teacher
- Submit a Request for Records and Discipline Report form from the previous school

### Step 3 – Entrance Exam

Students will be given an entrance exam. The entrance exam aids in assessing the student's performance. Qualified applicants to CCA must be working on grade level.

### Step 4 – Family Interview

The interview is scheduled when the application is complete and all documents have been received by the school.

### Step 5 – Approval

The Admissions Committee will review the completed documents and meet for final approval. The approval process is made carefully and prayerfully as CCA desires to meet the academic needs of each applicant it accepts. The parents will be notified of the approval status.

### Step 6 – Enrollment

Students offered enrollment in CCA will be given an enrollment packet. The enrollment packet contains:

- Enrollment Agreement which specifies financial obligations
- School information regarding uniforms, school calendar, etc.
- Emergency Contact Form
- Health Records Request for immunization records
- Health Record Request for physical exam
- Request for any court order regarding custody of the child, if applicable.



Student Applying: \_\_\_\_\_

**PARENTS:** Please complete the following questions regarding the applicant.

1. Please list the applicant's hobbies and interests.

\_\_\_\_\_  
\_\_\_\_\_

2. Please list awards or recognitions the applicant has received for school, church, or extracurricular activities.

\_\_\_\_\_  
\_\_\_\_\_

3. Please list the applicant's extracurricular involvement.

\_\_\_\_\_  
\_\_\_\_\_

4. Is the applicant currently taking prescription medication?  Yes  No

Type of medication: \_\_\_\_\_

Condition for which medication is being taken: \_\_\_\_\_

5. Please indicate the applicant's general state of health:  Excellent  Good  Fair  Poor

6. Please list the applicant's strengths and weaknesses.

Strengths: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

7. Do any of the following apply to the applicant? Yes      No

	Yes	No
Missed more than 8 days of school in a year?		
Referred for or received professional, psychological, or personal counseling?		
Attended summer school or received tutoring due to academic difficulties?		
Held back a grade?		
Diagnosed with a learning disability or ADHD?		
Ever had an IEP or 504?		

If "yes" was answered to any of the above questions, please attach a separate sheet giving an explanation.

Father's Signature: \_\_\_\_\_ Mother's Signature: \_\_\_\_\_



Student Applying: \_\_\_\_\_

**TO THE EDUCATOR:** The above named student has applied to Cornerstone Christian Academy. We would greatly appreciate you completing this reference. Your comments will be held in the strictest confidence. Within 7 days, please return to CCA by mail or electronically to [ccaoffice@ccaap.org](mailto:ccaoffice@ccaap.org).

Academic Characteristics	Excellent	Above Average	Average	Below Average	Not Applicable
Academic Performance					
Academic Ability					
Attention Span					
Follow Directions					
Study Habits					
Mathematic Skills					
Reading Skills					
Ability to Listen					
Motivation					

Personal Characteristics	Excellent	Above Average	Average	Below Average	Not Applicable
Reaction to Correction					
Responsibility					
Cooperation with Peers					
Self-Control					
Honesty					
Kindness					
Obedience					
Courage					
Ability to Work in Groups					
Maturity					
Leadership Potential					
Initiative					
Emotional Stability					
Respect for Authority					

Explanation of marks for "Below Average." Please be detailed in your comments	
List Academic or Personal Trait:	Comment:



1. In what capacity and for how long have you known the applicant?

\_\_\_\_\_

2. To your knowledge, has the student had any history of conduct or behavior problems?  Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

3. Does the applicant have any history of a learning disability or has he/she required any special help to meet academic requirements?  Yes  No

4. Is this student on grade level academically? \_\_\_\_\_

5. In your opinion, what has been the parent's response to correction of their student?

Supportive  Neutral  Defensive  Argumentative  N/A

6. I recommend this applicant for admission:

Strongly  Moderately  With Reservation  I do not recommend this applicant

Please add any additional information which might be helpful:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name (please print): \_\_\_\_\_

School Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_



## Request for Records

In compliance with federal regulations regarding the privacy rights of parents and students under *The Family Educational and Privacy Act of 1974*, the undersigned hereby consents to the release to Cornerstone Christian Academy of all educational, social, and/or psychological information for the student named below. All information received is considered confidential.

Authorization and Permission to Release Medical, Educational,  
Disciplinary, and/or Psychological Information

**TO PARENT: Please complete and submit to the applicant's school.**

First, Middle, Last Name: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Address of School: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO PRINCIPAL OR GUIDANCE COUNSELOR:**

Thank you for providing the following documents:

- Transcript for all grades including most recent
- All standardized test results including most recent
- Any special testing results or placement in special programs
- Attached Discipline Report

The above named student has applied to Cornerstone Christian Academy. We greatly appreciate you completing this request. Within 7 days, please return to CCA by mail or electronically to [ccaoffice@ccaap.org](mailto:ccaoffice@ccaap.org).



**TO BE COMPLETED BY THE APPLICANT**

Student: \_\_\_\_\_

School: \_\_\_\_\_

The above named student has applied to Cornerstone Christian Academy. We greatly appreciate you completing this request. Within 7 days, please return to CCA by mail or electronically to [ccaoffice@ccaap.org](mailto:ccaoffice@ccaap.org).

In addition to this form, you may include a full discipline record.

\_\_\_\_\_ 1. Student has a clear discipline record

\_\_\_\_\_ 2. Student has been suspended.

Offense and Explanation: \_\_\_\_\_

\_\_\_\_\_ 3. Student has been expelled.

Offense and Explanation: \_\_\_\_\_

Discipline Infractions: (Please list infractions for which student received disciplinary action.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this family in good financial standing at your school?     Yes     No

If no, please explain: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_



**TO BE COMPLETED BY THE APPLICANT**

Parents' Names: \_\_\_\_\_ Student Applying: \_\_\_\_\_

Applying for Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

**TO THE MINISTRY LEADER:**

The above named student has applied to Cornerstone Christian Academy. We would greatly appreciate you completing this reference. Your comments will be held in the strictest confidence. Within 7 days, please return to CCA by mail or electronically to [ccaoffice@ccaap.org](mailto:ccaoffice@ccaap.org).

1. How long have you know this family? \_\_\_\_\_

2. What is the applicant's relationship to the church?

- Church Member, Actively Involved
- Regular Attender, Actively Involved
- Church Member, Occasionally Involved
- Regular Attender, Occasionally Involved
- Rarely Attends or Involved

3. Please circle the following areas based on a 1 – 5 scale. (Five being the best.)

Participation in church sponsored activities	5	4	3	2	1
Attitude toward church leaders/authority	5	4	3	2	1

4. In your opinion, what spiritual gifts have you observed in this family's life?

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

5. What words or phrases come to mind when describing the applicant's family?

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Name of Church: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_