

## New Enrollment Steps

A school tour is recommended prior to enrollment. Follow the steps below:

### Step 1: Complete Application via Gradelink.

- Navigate the “Admissions” page on the CCR Christian School website (<http://www.ccrschool.com/>). Click on the “Getting Started” tab at the top of the page and then click on the “Admissions” tab on the right side of the page.
- Once on the “Admissions” page, click on the “Enroll Me” tab on the right side of the page.
- Once on the “Enroll Me” page, create an account by providing your email address and creating a password for the account. Then click on the “Register” button.
- Next, click on each tab (Student, Parent 1, etc.) and fill in all the information requested. During this stage of the process, you can save your work and return to it at another time by going to the “Enroll Me” page and clicking on the “Complete Enrollment” tab.
- On the “Attachments” tab, click on the “Additional Documents” link, and then print and complete each document.
  - Pastor’s Questionnaire (**MUST HAVE THIS FORM TO MEET WITH THE PRINCIPAL**).
  - Student Record Forms
  - Physical Form (Required for Students entering 1<sup>st</sup> Grade)
  - Authorization for Administering Medication at School Consent Form A (If Applicable)
- Finally, in the “Documents,” section, click on the “Handbook” page; Please make sure to read it. You will be held accountable for everything written in this book. If you do not have access to a handbook, a printed handbook will be made available to you.
- Click “Submit.” Upon completion of the application, you will be prompted to pay for your student’s registration fee. This must be paid in full to secure the student’s place. **The registration fee is NON-REFUNDABLE.** You will also need to pay for the placement test at that time. IMPORTANT WHEN MAKING PAYMENTS: Under the memo section, make sure to write your student’s name.

### Step 2: Schedule Placement Test.

- The CCR Christian School office will then contact you and inform you that we have received your application and the required fees. At that time, we will schedule a placement test for your student(s).
- Placement tests are conducted on Fridays at 1:30 pm. Testing is administered to all new enrollees for Grades 1st –9th. Kindergarten students will be tested on a case-by-case basis. You will receive a phone call approximately one week after testing with placement results.

### Step 3: Meet with the Principal.

- If the student is accepted into our school, an interview with the principal will be scheduled. *Once the interview is complete, you will need to make all necessary payments for Books, Tuition and any other fees that are due at that time.* Payments may be made in cash, check, money order or credit card (online through Gradelink). When making a cash payment, please bring the exact dollar amount. Due to our limited resources, it is not possible for us to make change.

#### Items to bring with you at the time of your appointment:

- Pastor’s Questionnaire Form (**MUST HAVE THIS FORM TO MEET WITH THE PRINCIPAL**).
  - Birth Certificate
  - Immunization Record – An adolescent whooping cough booster vaccine (“Tdap”) is required for students entering 7<sup>th</sup> grade in September.
  - Current Student Report Card
  - Student Record Forms
  - Physical Forms (For Students entering 1<sup>st</sup> Grade)
  - Authorization for Administering Medication at School Consent Form A (If Applicable)
- *If, at any time throughout the enrollment process, it is determined that your student(s) do not meet the qualifications to attend Calvary Chapel Rialto Christian School, you will receive a refund minus the placement test fee.*

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