LCA

Admissions Document Checklist

Let all references know that they will receive an email from FACTS as soon as you submit your application.
<u>Personal Reference</u>: *Anyone who knows the parents and the child in various situations for more than 2 years.*
<u>Church Reference</u>: *A Pastor, Small Group Leader, Sunday School Teacher, or Service Team Leader from the church the family attends regularly, who knows the parents and the child.*
<u>Teacher Reference:</u> *A teacher who has spent regular, instructional time with the child in the past year.*
**** References cannot be a relative****

*Items in <u>**GREEN**</u> must be uploaded to the application. Do not submit an application before all documents are uploaded.*

Grade	Personal Reference	Church Reference	Classroom Teacher Reference	Math Teacher Reference	English Teacher Reference	Progress Report	Report Card	Standardized Testing	Transcripts	Behavior Report
Pre-K	2	✓								
K	2	✓								
1st	2	✓								
2nd	✓	✓	✓			✓	✓			
3rd	✓	✓	✓			✓	✓	✓		
4th	✓	✓	✓			✓	✓	✓		
5th	✓	✓	✓			✓	✓	✓		
6th	✓	✓	✓			✓	✓	✓		
7th		✓		✓	✓	✓	✓	✓		✓
8th		✓		✓	✓	✓	✓	✓		✓
9th		✓		✓	✓	✓	✓	✓	✓	✓
10th		✓		✓	✓	✓	✓	✓	✓	✓
11th		✓		✓	✓	✓	✓	✓	✓	✓
12th		✓		✓	✓	✓	✓	✓	✓	✓
*Home-school	2	✓	**Please submit the following in a single **typed** document: 1. **<u>Current Semester:</u>** Curriculum used for each subject. 2. **<u>Current Semester:</u>** Grades for each subject. 3. **<u>Last Completed Semester's</u>** classes and grades. This will be uploaded into the application.*							

***A **<u>Behavior Report</u>** is from your child's school office. Please contact them and request a copy of it. If there are no incidences on their Behavior Report, then an email from the school will suffice. You may upload the email.*