

# NEW STUDENT ADMISSIONS CHECKLIST



## Acceptance Criteria

Our family has read and agrees to the following:

- Trinity Christian Academy [Statement of Foundational Doctrines](#).
- Trinity Christian Academy [By-Laws](#).
- Trinity Christian Academy [Code of Honor](#) (will be asked to sign before acceptance).

## Getting Started

- Come to a [First Look Day at TCA](#) (recommended; not available during summer).
- Can't come to a First Look Day? Schedule Your Personal Campus Tour with Admissions: [Inquire Online](#), [email the Director of Admissions](#), or call 731.410.8063.

## Accessing the Application

*Do not withdraw from your current school until you have been accepted and enrolled at Trinity Christian Academy.*

- Visit [Tcalions.com](#) and navigate [Admissions](#), then [Online Application](#)
- Complete the "Create an Account" form to make your account.
- Write your "Application" username and password below for future reference:  
Username: \_\_\_\_\_ Password: \_\_\_\_\_
- Login at the "Online Application / Login" tab and Start the Application. Complete one application per child. If completing more than one application, you may want to save your narrative answers in a "Word" document, so that you can cut and paste into the next child's application.

## Submitting the Following

*Having trouble uploading? We have a solution for that, please scan/email, fax or hand-deliver to Admissions. Email: [admissions@mytcalions.com](mailto:admissions@mytcalions.com) Fax: 731-668-3232, attn: Admissions*

Applies to All Applications:

- Submit the Online Application Payment: \$100. (Early Ed, fee is not paid until enrollment)
- Provide recipient email address on application:
  - Church Leader Reference
- Upload onto application:
  - Picture: Head Shot of the student

Grade Specific Items:

**Early Ed: Little Lions Infants - Little Lions 3**

Early Ed Applicants.

- [Getting to Know You Form](#)

**Lower School: Pre-K - Kindergarten**

Pre-K Applicants must be four BEFORE August 15th and Kindergarten Applicants must be five BEFORE August 15th.

- [Getting to Know You Form](#)

**Lower School: 1<sup>st</sup> - 5<sup>th</sup> Grade**

- Provide recipient email address on application:
  - Current Teacher Reference
  - Current School Records - The Admissions Office will request the records from the current school.

**Upper School: 6<sup>th</sup> - 12<sup>th</sup> Grade**

- Provide recipient email address on application:
  - Current Teacher References (2 needed)
  - Current School Records - The Admissions Office will request the records from the current school.

**RISE Program: Pre-K - 8<sup>th</sup> Grade (for students with IDD)**

- Provide recipient email address on application:
  - Current Teacher Reference
  - Current Therapist Reference
  - Current School Records - The Admissions Office will request the records from the current school.

## After Applying

- Please retain a copy of all documents submitted with your file.
- If Financial Aid is needed for Pre-K - 12th grade students, complete the online FACTS Financial Aid Application after you submit a student application by going to <https://www.tcalions.com/admissions/tuition/> and scrolling down to "How to Apply for Financial Aid." Steps are explained there as to how to apply. *Financial Aid for 2023-2024 will open in January of 2023. Please reach out if you have any questions.*
- Write your "FACTS" username and password below for future reference (if you are applying for Financial Aid):  
Username: \_\_\_\_\_ Password: \_\_\_\_\_
- Screening for LL3 - Kindergarten
- On-Site Abbreviated Testing for grades 1st - 12th
- If applicable, meeting with the REACH / RISE Director and subsequent observations

- Educator Interview with School Coordinator (*for LLI-12th grade*)
- Interview with a member of our Board discussing the mission of the school (*new families only*)

## If Accepted

- Upon Acceptance: Online Enrollment Packet will be sent via email to be completed within 5 business days of acceptance:
- Create New RenWeb username and password. Note: This is different from the “Application” username and password.
- Write your new “Enrollment/RenWeb” username and password below for future reference:  
Username: \_\_\_\_\_ Password: \_\_\_\_\_
- Please complete the following:
  - Reservation and Enrollment Agreement Contract
  - Submit Immunization Records
  - Submit Birth Certificate
  - Post Enrollment: Instructions sent via email
    - Parents to notify the former school of your child’s withdrawal in writing.
    - Purchase uniforms from [Uniform Source](#).

*Student's name is placed on grade list after all required enrollment forms are on file.*

Please contact the Admissions Office if we can be of further assistance to you 731.410.8063 or at [admissions@mytcalions.com](mailto:admissions@mytcalions.com).

## Before the First Day

*Please read carefully: These steps must be taken BEFORE the first day of classes.*

Grade Specific Items:

### ***Early Ed: Little Lions Infants - Little Lions 3***

- Parent attends an Orientation event (if starting mid-semester, will be one on one)
- Set Up Lunch Account

### ***Lower School: Pre-K - 5th Grade***

- Parent attends an Orientation event (if starting mid-semester, will be one on one)
- Set Up Lunch Account

### ***Upper School: 6<sup>th</sup> - 12<sup>th</sup> Grade***

- Meet with the guidance office for a class schedule (no classes can be guaranteed and are on a first come, first served basis).
- Get locker information
- Parent attends an Orientation event (if starting mid-semester, will be one on one)
- Set Up Lunch Account