

# Phoenix Christian Jr/Sr High School

## How to Enroll Checklist 2012—2013

### 1. Schedule an Informational Visit (Optional)

Campus Tours, Shadow Days and informal interviews are encouraged and available by calling the Enrollment Office at (602) 265-4707, ext 270.

### 2. Complete the New Student Enrollment Application

All forms listed below must be submitted before an interview can be scheduled:

- Application with **\$50.00** Enrollment Fee [the total enrollment fee is \$200 with \$50 due with the application and \$150 due after the interview and the student is accepted.]
- Student Questionnaire
- Notarized Emergency Contact & Activity Permission Form
- Financial Commitment Form
- Pastor Recommendation Form or Parent/Guardian's Written Statement
- Educator's Recommendation Form
- Math Educator's Recommendation Form
- Health History & Physical Examination Form—A Physical Examination is required of all JH/SH students. The exam must be **dated after March 1st for the upcoming school year** and turned into the school office prior to the Walk-Thru Registration in August.
- Birth Certificate (copy)
- Immunization Record (copy)
- Achievement Test Scores for Last Two Years
- Report Cards for the Last Two Years
- An Official High School Transcript for Transfer Students

### 3. Principal Interview

A Principal interview is required prior to acceptance into a Phoenix Christian Unified School. Only students who have submitted all the forms listed above with the exception of the Physical Examination Form will be scheduled for an interview. At the time of acceptance, the remaining \$150 enrollment fee will be due.

### 4. Admission Decision

Each family will receive an official letter communicating the admission decision for your student.

### 5. Plan to Attend the Walk-Thru Registration in August

All students must attend one of the Registration Days in August. During this time your student will receive a final class schedule and locker assignment. You may also pick up polo shirt orders and pay any additional fees. The dates and times will be mailed to you in July.

### 6. Feel Free to Contact the Administration with Questions

You may call (602) 265-4707, ext 270 with your questions and/or concerns.