



# Oakwood Christian Academy Enrollment Checklist

New Student Name: \_\_\_\_\_

Entering Grade: \_\_\_\_\_

For your convenience a checklist is provided below to ensure all necessary payments and paperwork are returned to OCA in order for your child's name to be added to a roster for the upcoming school year. All applicable criteria must be met in order to complete registration. Each section builds upon the next, according to the grade you are applying for.

*Example: entering 9<sup>th</sup> grade - you must complete all the sections below.*

**Date completed**

**Requirement for completion of enrollment**

- \_\_\_\_\_ Application for Student Enrollment form
- \_\_\_\_\_ Birth Certificate in cumulative record
- \_\_\_\_\_ Proof of Social Security Card
- \_\_\_\_\_ Georgia Form 3231 - Immunization Form
- \_\_\_\_\_ Georgia Form 3300 - Eye, Ear, Dental Form (Kindergarten – High School)
- \_\_\_\_\_ Registration Fee (based on date when all of the above is completed)
- \_\_\_\_\_ *Contract on Parental Consent page has been discussed with parent/custodian*

**New Students (K-3<sup>rd</sup>) Additional Requirements**

- \_\_\_\_\_ Placement Evaluation completed to determine grade-level competency
- \_\_\_\_\_ Records received from previous school (if applicable)

**New Students (4<sup>th</sup>-8<sup>th</sup>) Additional Requirements**

- \_\_\_\_\_ Informal interview with Supervisor

**New Students (6<sup>th</sup>-8<sup>th</sup>) Additional Requirements**

- \_\_\_\_\_ Referral by Pastor/ Youth Pastor or Sunday School Teacher

**New Students (9<sup>th</sup>-12<sup>th</sup>) Additional Requirements**

- \_\_\_\_\_ Profession of faith
- \_\_\_\_\_ Referrals by teachers (4)
- \_\_\_\_\_ Student Self-Assessment Worksheet completed

**OFFICE USE ONLY**

\_\_\_\_\_ **Enrollment Complete (Student cumulative file prepared with all required paperwork and all fees are paid)**

\_\_\_\_\_ **Student Not Accepted**      \_\_\_\_\_ **Student Accepted (probationary enrollment)**      \_\_\_\_\_ **Student Accepted**