

NEW to MCS Application Checklist

ALL items on this checklist must be turned into the MCS Office before the application can be processed.

- Application (One per student-completed & signed)
- Family Survey (One per family)
- Student Survey (students entering grades 7-12)
- A copy of the student's birth certificate
- A copy of the student's most recent report card (students entering grades 1-12)
 - A copy of the most recent standardized testing results (OAA, OGT, SAT, etc.)
- Completed Records Request Form (students entering grades 1-12)
- Application Fee(*One per student, non-refundable*)-see financial sheet
- *If student has been identified with learning disability, a copy of the ETR and IEP*
- **ALL items on the above checklist must be turned into the MCS office before the application can be processed.**
- Pastoral recommendation (One per family)-may be mailed to MCS by the church

After ALL the above is received, the school will call to schedule assessment for Kindergarten through 12th grade students. Kindergarten and 1st grade screening is free; grades 2-12 have a \$30 testing fee. Scores will be evaluated to determine eligibility for acceptance and class placement.

After screening/testing is completed, you will be scheduled for a family interview. The purpose of the interview is to discuss academics and MCS standards and expectations. High school students will also do scheduling of classes.

- Students entering Kindergarten will be screened June 4 & 5
- Students entering grades 1-12 will be screened/ tested June 10, 11, & 12
- Interviews will be the week of June 16
- Late applying students will be screened /tested and interviewed in August

Students will be placed on class lists by completion date of the application process. Students may be placed on a waiting list as classes fill.

- Any requests for a student to be in a particular classroom grades K-5 for the upcoming academic year must be made in writing to the administration prior to June 1, 2014. Each request must include specific reasons why the parent is making the request. All requests may not be able to be honored (if this happens, you will be notified). Classes that consist of more than one homeroom are divided based upon many different factors. These may include boy/girl ratio, academic performance, personality, or simply by alphabetical names in older grades. The process of making class lists is done with care and prayer by the school administration.