



EXCELLENCE CHRISTIAN SCHOOL

Telephone: 301.868.1873 Fax: 301.868.1877

www.goecseagles.org

REGISTRATION CHECKLIST FOR NEW STUDENTS

Thank you for considering Excellence Christian School (ECS) for your child's Christian Education. Below, please find the steps you will need to complete to register your child for the upcoming school year.

Registration

- **Step 1 – Log onto the school's website** – goecseagles.org. Click the Admissions tab at the top and then click the "Online Registration" link at the bottom.
- **Step 2 – Create a Parent Account** by clicking the "Create an Account" link. Complete the required fields and return back to the Online Admissions page.
- **Step 3 – Complete your child's Online Application** on the Online Admissions page by clicking the "Online Application" link to the left. Once completed, click "Save & Submit." You will receive an email confirmation informing you that your application has been successfully submitted.
Note: The application contains Daycare/Teacher Recommendation forms. Please enter the email address of your child's current daycare provider/teacher. The form will automatically be sent to the teacher and once completed; the form will be sent directly back to ECS.
- **Step 4 – Submit the non-refundable \$265 Registration Fee and \$75 Testing Fee**, if applicable. (Testing is required for students entering K5-8th grades) Payments must be made online through the E-Giving link on the school's website. Please **select New Student Registration Fee and Testing Fee** (if applicable) from the drop-down menu, enter the amount(s) and **enter Student Name in the Comments box**.

Student Assessment/Family Interview/Shadow Visit

After the registration steps have been completed, ECS will contact parents of students entering K5-8th grades to schedule a **Student Assessment, Family Interview and Shadow Visit**. Parents of students entering K3 & K4 will be contacted to schedule a Family Interview and Shadow Visit (K4) only. *Parents are responsible for ensuring ECS receives all documentation prior to your scheduled interview date. Please bring your child with you to the interview.*

Acceptance Notification

Once the student's assessment has been scored, transcripts, teacher recommendation forms, applicable fees received, the family interview and shadow visit completed, parents will be notified of school's decision within one week. Within 30 days acceptance, all remaining registration fees and forms will be due.