



# Excellence Christian School

*“Soaring for Excellence Through Grace and Knowledge”*

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[www.goecseagles.org](http://www.goecseagles.org)

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## REGISTRATION CHECKLIST FOR NEW STUDENTS 2017-2018

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 2017-2018 school year.

### Registration

- **Step 1** – Log onto the school’s website - [goecseagles.org](http://goecseagles.org). Click the Admissions tab at the top and then click on 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” so the application can be processed.  
**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 \$245 **Registration Fee** and \$75 **Testing Fee**. (Testing is required for students entering K5-8<sup>th</sup> grades only). Payments may be made online on the school’s website by clicking the blue E-Giving button (please indicate student’s name) or submitted to the School Office (cash, check or money order).

### Student Assessment/Family Interview

- ECS will contact parents of students entering K5-8<sup>th</sup> grades to schedule a **Student Assessment and a Family Interview**. Parents of students entering K3 & K4 will be contacted to schedule a Family Interview 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, family interview completed and all required fees and forms (transcripts, teacher recommendation forms, etc.) have been received, parents will be notified of school’s decision within one week. Within one to weeks of acceptance, all remaining enrollment fees and forms will be due.