

## Steps toward Enrollment at CCS!

To begin the enrollment process, please follow the outline below:

**Step 1:** Visit the CCS Website ([www.ccsrichmond.com](http://www.ccsrichmond.com)) to examine all written materials found under **Forms**. These documents include: CCS Parent/Student Handbook, Application, Financial Contract, and etc.

**Step 2:** Schedule a visit with the school administrator, Kim Soots or the principal, Lucinda Roberts. You may do this by calling the school office at: 765-935-3215, or directly emailing Kim at: [ksoots@ccsrichmond.com](mailto:ksoots@ccsrichmond.com) or Lucinda at: [lroberts@ccsrichmond.com](mailto:lroberts@ccsrichmond.com)  
During this meeting, you may bring a variety of questions for the administrator and expect to have a short tour of the building. If subsequent questions arise, it may become necessary to schedule additional meetings or you may again telephone or email the office for clarification.

**Step 3:** Once you have determined that CCS is the right environment for your child, you should then complete the CCS Application and request to be scheduled for a screening test through the CCS office. *The testing fee is \$25.00 and must be paid at the time the service is rendered.* At the time of testing please bring the following materials: Any background school information you have available including: ISTEP scores, grade cards, awards, or citizenship materials.

**Please include the signed reference release and provide a name and telephone number for your child's former school/teacher(s).**

**Step 4:** Once the screening test process has been completed, you will be scheduled for an **Admission Review Meeting** during which the review of the test and a placement decision will be made. **Please bring to the Admission meeting** the following **completed** materials:

- Application
- Parents who believe they qualify for the "[Indiana School Choice Scholarship](#)" should begin the application process for this program.
- Financial Agreement (including registration fee)
- PE/Tech Form
- Photo & Criminal Release Form

At this meeting, it is also our desire for you to meet other key office personnel including the:

- IT coordinator for an introduction to our Sycamore student management system
- Financial personnel
- TLC/SCRIP manager

For More Information: Contact Kim Soots: (765) 935-3215 or [ksoots@ccsrichmond.com](mailto:ksoots@ccsrichmond.com)

**Community Christian School admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available by the school.**