



Student Application Form

“The mission of Grace Christian Academy is to minister to students in a Christ-centred learning environment, which is committed to the pursuit and practice of excellence in academics, leadership, physical development, social and spiritual growth, in preparation to meet the challenges of the future.”

School year of Admittance: _____

Grade Placement: _____

GRACE CHRISTIAN ACADEMY

P.O. Box 31930, Grand Cayman KY1-1208 Tel: 345-945-0899

APPLICATION FOR ADMISSION

For Grade _____ Date received _____ (office use only)

Student's Name _____
Last First Middle

Citizenship _____ Male Female

Residential Address _____ P.O.Box _____ Postcode _____

Date of Birth _____ Telephone _____
D/M/Y

FAMILY INFORMATION

Father: Mr. Dr. Pastor

Mother: Mrs. Ms. Dr.

Last First MI

Last First MI

Name called: _____

Name called: _____

Father's Occupation: _____

Mother's Occupation: _____

Workplace: _____

Workplace: _____

Position: _____

Position: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Cell: _____

Cell: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

Student lives with (check all that applies):

Father Mother Stepfather Stepmother Other

Please check any that apply:

Father deceased Mother deceased Parents divorced Parents separated

Name of stepparent: Mr. Mrs. Ms. Dr. Pastor

Last First MI Named called

Address if different from that of the student: _____

Is either parent forbidden by court order from having equal access to the child or school records? Yes No
(Attach copy of court documents)

If student applicant is adopted or in foster care certified court documents must be attached.

Grace Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational, admission, scholarship or any other programs administered by the school.

ACADEMIC / SCHOOL HISTORY

Student's present school: _____ Grade: _____

Address: P.O.Box _____ Postcode _____ Telephone: _____

Name of Principal: _____

List all previous schools attended and dates of attendance:

Name of school Date of attendance Grades

Name of school Date of attendance Grades

Has a previous application to GCA been submitted for this student? Yes No

If "yes", what grade? _____ Date of that application: _____

Have you been subject to disciplinary action? Yes No

If "yes", give details _____

Extra-curricular activities, awards, talents, interests:

Are there special circumstances that should be considered in evaluating this student? (i.e. physical limitations, medications, learning disabilities)

Attach evaluation reports, IEP or other relevant documents

OTHER INFORMATION

Family's church affiliation: _____

Student's brothers and sisters:

GCA applicant

Name M/F Age School now attending Grade

Yes No

Name M/F Age School now attending Grade

Yes No

Name M/F Age School now attending Grade

Yes No

Name and relationship of immediate relative who attend or have attended GCA:

Name Relationship Grade attended Year enrolled

Name Relationship Grade attended Year enrolled

Child's physician: _____ Telephone: _____

Insurance company: _____ Policy #: _____

EMERGENCY CONTACT:

Name Relationship Home # Work #

Name Relationship Home # Work #

PLEASE READ CAREFULLY: A **CI\$100.00** non-refundable application fee must accompany each application.

DATE OF APPLICATION: _____ **Parent's Signature:** _____

Guidelines for Application/Registration at Grace Christian Academy

Thank you for choosing GCA. Please follow these guidelines in the application process.

- STEP 1- NEW STUDENT QUALIFICATIONS & APPLICATION**
- ___ Completed application form.
 - ___ **Non-refundable** Registration fee of CI\$75.00 per child – application processing and academic screening.
 - ___ Achievement test scores
 - ___ Children entering Pre K Dept. must be **at least 3 years** of age by September 1st of the school year. **Must be potty trained.**
 - ___ Children entering Kindergarten must be **4 years 9 months** by September 1 of the school year.
- STEP 2- REQUIRED DOCUMENTS AND RECORDS (BEFORE SCREENING OR INTERVIEW)**
- ___ Health Immunization Form/ Health Card
 - ___ Copy of Birth Certificate and current photograph of child
 - ___ Complete **authorization of release of education record form for the following Documents:**
 - A certified or the original copy of the student's **latest transcript**
 - A copy of the latest results of standardized testing e.g. SAT
 - A copy of any **special reports**, i.e. Individualized Education Plan (IEP)
 - Completed **School Reference Form (Grades 1 -12)**
- STEP 3- SCREENING/TESTING**
- The Director of Admissions will schedule an admission screening. **Screening is done to determine academic capabilities and grade placement. Pre K students are screened for school readiness (i.e social development and learning/instructional readiness).** Screening is critical to student admission and therefore must be completed prior to the enrolment offer.
- STEP 4- CLASS VISITS**
- Students maybe required to spend a day in the assigned grade prior to completing the admissions process.
- STEP 5- REFERENCE / INTERVIEW**
- ___ Signed **Contract of Agreement, Cooperation and Support.**
 - ___ **Family interview with Principal is compulsory and is scheduled by Admission staff.**
- STEP 6- ACCEPTANCE**
- The applicant will be accepted on the basis of application information, admissions screening, achievement test scores, report cards, recommendations, and family interview. If the applicant is accepted, but an opening is not available, the student will be placed on a waiting list and the family notified. If the applicant is accepted, an Annual Expense Fee of CI\$550.00 (Pre K-Grade 8) and CI\$900.00 (Grade 9-12) is required to secure placement. Over the school year half of this fee will be reimbursed.**
- STEP 7- REQUIRED DOCUMENTS AND RECORDS (after application approval)**
- ___ Copy of parent(s) driver's license(s)
 - ___ Copy of Parent's GOL stamp in passport/ Cayman Status/Naturalization Certificate/letter
 - ___ Enrolment/Tuition Contract
 - ___ School bus contract form
 - ___ Release of Liability form
 - ___ Authorization medical form

****Students will not be permitted to begin school until all the above records have been submitted.***

Please return application to: **Grace Christian Academy, Director of Admissions, P. O. Box 31930, Grand Cayman, KY1-1208**