

Risen Savior Christian Academy

Admissions Guidelines and Process

2024-2025

Risen Savior Christian Academy (RSCA) exists as an arm of the outreach ministry of Risen Savior Lutheran Church. Our mission is to assist the families of our Academy and community by providing a Christ-centered education for training life-long disciples of Christ. This mission flows from Christ's command to "go and make disciples" from Matthew 28:19. The RSCA admissions policy will guide all enrollment policies and decisions of its administrators and board in order to maximize outreach opportunities and the nurture of life-long disciples of Christ.

RSCA practices a non-discrimination enrollment policy and admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of our school. It does not discriminate on the basis of race, color, national, or ethnic origin in its administration of educational policies, admissions policies, athletic, or other school administered programs.

Admissions & Enrollment Guidelines

- New and returning students are subject to an annual admissions and enrollment process with considerations including but not limited to:
 - The Academy's mission and purpose. Admissions priority is granted in the following order:
 1. New applicants that are members of Risen Savior Lutheran Church AND returning students (until the first round of admissions decisions is complete - no later than Friday of the first full week of February)
 2. Applicants that are without a Christian church home
 3. Applicants that are part of another Christian church
 - The classroom learning environment (available seats in a particular grade level, physical space constraints, etc.)
 - The relationship between the student's home and the school (student achievement and conduct, parent/ guardian support, policy compliance including prompt payment of tuition and fees, etc.)
- New students are accepted on a probationary enrollment status. Probationary status may be removed once complete student records documentation is received and the first quarter of the school year has concluded.
- RSCA reserves the right to discontinue a student's enrollment during the course of the school year for cause including but not limited to violation of policy.
- A waiting pool may be utilized when necessary (see *Waiting Pool Guidelines* below)
- Initially, students will be placed in the grade level that corresponds with their chronological age, using September 1 as the cut-off date. (GA ST § 20-2-150)
- RSCA recognizes that our available resources may not be sufficient to meet the needs of all children including but not limited to those with severe physical, emotional, or social challenges. If we cannot meet the needs of the child we will inform the parents of that and suggest agencies through which they can receive help.
- All information submitted as part of the application process is subject to review and verification. Invalid documents or failure to provide the necessary documents in a timely manner may result in loss of enrollment or placement in the waiting pool.
- All admissions and enrollment fees are non-refundable. Exceptions may be granted for active duty military relocation (transfer orders may be requested).

Admissions & Enrollment Process

1. Online admissions application - The application is completed online through the TADS system. The application fee (\$50) must be paid in order for the application to be complete. It is recommended that new families

schedule a campus visit to learn more about RSCA's educational programs and student expectations during their admissions process.

2. Notification of enrollment status - An application status update (full acceptance, conditional acceptance, waiting pool, or declined) will be provided to the family (see the *Admissions and Enrollment Calendar* below). Those with conditional acceptance may seek to meet necessary criteria or withdraw their enrollment.
3. Enrollment registration - Families accepted complete the online enrollment registration and pay the non-refundable enrollment fee (\$225 for preschool and \$325 for K-8) within 5 business days of the acceptance notification. If this step is not completed in the allotted time acceptance will be withdrawn, and the student will be added to the waiting pool.
4. Verification of grade level readiness (if applicable) - New students complete an entrance exam and/ or provide academic records for grade level placement as appropriate for the child's expected grade level, age, or program. See the *Entrance Testing Policy* document for additional information.
5. Tuition and fees payment contract - Families choose their payment method (automatic bank withdrawal or credit card payment required). Annual and monthly payment plans are available.
6. Back to school parent orientation - Families attend the designated meeting prior to the start of the school year.

Admissions & Enrollment Calendar

- The admissions application for the upcoming school year will be available online beginning January 15th.
- The first round of admissions decisions will be made no later than Friday of the first full week of February.
- Further application status updates will be made no later than Friday of the first full week of the calendar month immediately following the month in which the complete application and fee payment were received.

Required New Student Records Documentation

- Birth certificate (copies accepted)
- Immunization records (Georgia Form 3231)
- Ear, Eye, Dental, and Nutrition Examination (Georgia Form 3300)
- Records release form (transfer students only)
- Exempt status notification (signed)

Waiting Pool Guidelines

- Applicants may be placed in the waiting pool in accordance with the *Admissions & Enrollment Guidelines* and *Calendar* above.
- Completion of the admissions application and payment of the admissions application fee are required for placement in the waiting pool but do not guarantee placement into RSCA. The fee is non-refundable.
- When enrollment availability allows, waiting pool applications will be reviewed in accordance with the *Admissions & Enrollment Guidelines* above.
- An applicant is removed from the waiting pool when one of the following occurs:
 - A written request for removal from the waiting pool is received
 - A school year ends
 - Placement into RSCA is declined
- All waiting pool members will be provided with an admissions status update no later than Friday of the first full week of each month following initial placement in the waiting pool.

Thank you for your interest in Risen Savior Christian Academy. If you have any questions please contact the Academy office (912-925-9431 or academy@risensaviorgeorgia.com).