



ADMISSION PROCESS CHECKLIST

A STEP-BY-STEP GUIDE FOR APPLYING TO WCCA

We are delighted that you are considering applying to Williston Central Christian Academy. We look forward to working with you during the application process. If you have any questions, please contact us at (352) 529-0900 or visit us online at www.WillistonCCA.org. Once you decide to apply for admission, the process is as follows:

1. Application Materials

Submit the following items to the school office:

- Completed application, including
 - Family information
 - Student information for each child applying
- Secondary student information for each student applying in grade 6 or higher
- State-issued certified birth certificate (will be photocopied at the school office)
- Certificate of Immunization
- Photocopy of custody decree (if applicable)

2. School Records

For prospective students for grades 1–12, request that your child's previous school mail the following directly to Admissions, Williston Central Christian Academy, 225 SE 4th Street, Williston, FL 32696:

- Official transcript (For grades 2–10, the transcript should include at least the past two years; for grades 11–12, the transcript should include all high school work.)
- Nationally standardized achievement test scores (within the past two years).
- Discipline records

Homeschooling families should submit a transcript and nationally standardized achievement test scores. For prospective students for Kindergarten, a readiness test may be scheduled at your convenience.

3. Recommendations

WCCA requires at least one teacher recommendation for each student.

- Teacher recommendation: Contact your child's teacher or a school administrator.
- If you are homeschooling or your child is beginning school, have an adult who knows your child well, and is not related to him or her, complete this recommendation.

4. Family Interview

Once all items have been received, you will be contacted to arrange a family interview at a time convenient for you. At this interview we will have the opportunity to get to know each other, so we can mutually determine whether our school will be a good fit for your family and student.

5. Admission Decision

With these steps completed, the school administrator will determine and inform whether we will accept the applicant or if additional information or testing is needed.

6. Reservation Fee

After enrollment is offered, a \$250.00 fee will be due to secure your child's reservation. (If for some reason, you choose not to attend WCCA, \$200.00 will be refunded.)

Respect. Integrity. Service. Excellence.