



Dear Prospective Family,

I would like to thank you for your interest in Northside Christian Academy. Your interest in a Christian education for your child is commendable. Beyond academic excellence, Northside Christian Academy endeavors to touch the hearts of our students, challenging them to honor God with their lives. When you decide to enroll your child in our school, please follow the steps listed below:

**Step I: Submit an Online Application via our website at [ncaknights.com/admissions/](http://ncaknights.com/admissions/)**

- The online application includes the financial contract, family covenant, and \$350 enrollment fee (non-refundable).

**Step II: Submit required admission documents**

- Elementary Teacher and Administrator Recommendation (Grades 1st-5th)
- Math Teacher, English Teacher, and Administrator Recommendation (Grades 6th-12th)
- Immunization record
- Latest report card (for high school, include a transcript)
- Copy of original birth certificate
- Latest end of year test scores or standardized test scores
- Code of conduct signed (6th-12th)
- New student questionnaire completed (6th-12th)

**Step III: Admission Testing**

- As part of the admission process, Northside administers an assessment test to all new students. You will be contacted to schedule the admission testing for your student once we have received the required admissions documents.

**Step IV: Interview with Principal**

- When assessment results are received, you will be contacted to schedule a parent-child interview. At least one parent (preferably both) must be present at the interview. This interview consists of reviewing the student application and assessment results, acquainting each parent with our school policies, explaining the specifics of the respective grade-level curriculum and discussing the academic and spiritual standards which must be met for acceptance. An acceptance decision will be communicated to the parents by phone, letter or conference.

I look forward to serving you throughout the admissions process!

Melanie Moore  
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