



Dear Prospective Family,

I would like to thank you for your interest in Northside Christian Academy, which is a ministry of Northside Charlotte. Your interest in a distinctly Christian school for your child is commendable. Beyond academic excellence, Northside Christian Academy holds highly the values of faith, love, truth, and discipleship, challenging your child to honor God with his/her life. 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).
- You will be asked to provide teacher and church pastor emails so that references may be requested.
- The following documents will be requested as uploads:
  - Birth certificate
  - Immunization record
  - Latest report card (for High School, transcript is required)
  - Latest end of year test scores or standardized test scores

**Step II: Admissions Testing**

- As part of the admission process, Northside, as a college preparatory school, administers an assessment test to all new students. You will be contacted to schedule the admission testing for your student once the application and all supplemental documents have been reviewed.

**Step III: Interview with Admissions Committee**

- 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 and continued good standing.

**Step IV: Notice of Acceptance**

- An acceptance decision will be communicated to the parent(s) by email. Then, the parent(s) will have two weeks to complete enrollment.

I look forward to serving you throughout the admissions process!

Melanie Moore  
Director of Admissions  
704-599-9015  
[admissions@ncacharlotte.com](mailto:admissions@ncacharlotte.com)