



1230 South College St.  
Winchester, TN, 37398  
Office (931) 967-5466  
[Winchesterchristianacademy.org](http://Winchesterchristianacademy.org)

## Winchester Christian Academy Admission Requirements 2022-2023

Below you will find an admissions checklist designed to assist families with the Winchester Christian Academy enrollment process. The below items are required to be completed before successful admission to Winchester Christian Academy. Please feel free to contact the WCA office at (931) 967-5466 or [josh.neal@wcaedu.net](mailto:josh.neal@wcaedu.net) or [caroline.simmons@wcaedu.net](mailto:caroline.simmons@wcaedu.net) with any questions regarding the application process.

- *Complete Student Registration Form(s) through FACTS*
- *Copy of Certified Birth Certificate submitted through FACTS*
- *Non-Refundable Registration Fee(s) \$175 per student paid through FACTS*
- *Current immunization and applicable medical records submitted through FACTS*
- *Submitted all (if any) custody or court documentation through FACTS*
- *Signed and submitted records request for Transcripts and Standardized Test results*
- Any specialized test results or notification of placement in special programs including an IEP or Service Plan (***Please note: WCA is NOT certified to educate or admit Special Education students and is not certified to provide special services to anyone except Speech through a coordinating program with FCS.***)
- All previous disciplinary records (or official school statement of disciplinary action) declaring positive disciplinary record at previous school(s) (*K – 12<sup>th</sup> only*)
- Entrance exams:
  - If transcripts are unavailable, entrance testing will be administered in reading and math to assess grade level capabilities
  - If school transcripts are not on grade level or above, administration will need to review educational records and administer reading and math exams.
- Satisfactory student and parent interview with school official
- Signed Student Background Information Survey
- Signed Statement of Faith
- Minimum of two (2) teacher recommendation forms completed by previous years' teachers.
- Student Essay (6-12<sup>th</sup> grade only)

Once the above requirements have been satisfied, WCA administration will make a final decision on enrollment.

*WCA shall not discriminate against any person on the basis of race, color, national or ethnic origin, sex as defined in the Bible, or age.*