



CITY TREE CHRISTIAN SCHOOL

STEPS FOR ADMISSIONS

Step 1:

Review the school website and note any questions you may have.

Step 2:

Tour the school! Contact the school office to schedule an appointment for a tour:

- Call (619) 232-3794
- E-mail info@citytree.org
- OR Complete the inquiry form online and we will contact you

Step 3:

Complete online application on our website under the Admission tab and follow the steps below:

- Submit completed application and application fee of \$25 online (all)
- Submit the following information by uploading online or bringing directly to the school:
 - **Current/Previous Report Cards:** 2 previous years for entering gr. 2-8 & 1 previous year for entering gr. 1
 - **Standardized Test Scores:** 2 previous years for gr. 1-8, if tests were administered
 - **Diagnostic or Psychological Evaluation Results:** IEP, 504 plan, or other if applicable
 - **Middle School Student Response Form:** All gr. 6-8 students new to City Tree must complete

Step 4:

K-8 Assessment or Preschool Visit! Upon City Tree's receipt of online application we will contact you to arrange one of the following:

- **Preschool families:** A classroom visit will be scheduled.
- **K-5 students:** Entrance assessment test and family appointment will be scheduled. A non-refundable fee of \$50 due at the time of testing.
- **6th-8th grade students:** Entrance assessment test, family appointment, and student interview will be scheduled. A non-refundable fee of \$50 is due at the time of testing.

Step 5:

Admission Notification: All families will be notified as soon as possible of the school's admission decision via e-mail.

Step 6:

Complete Online Enrollment: Upon receiving admission notification, parents enroll student online using RenWeb Parents Web. Directions will be emailed to parents. In addition to the online enrollment forms the following must also be either uploaded or submitted to the office:

- Registration payment submitted to office
- Copy of birth certificate
- Copy of immunization record with all immunizations up to date
- Physician's Report form completed by child's doctor (infants/preschool only)