

***Robinson Township Christian School  
Guidelines for New Admission***

Parents who wish to begin the process to enroll their child in Robinson Township Christian School should follow these steps in the order given:

**Students in Grades KN – 4**

1. The parents must submit a completed, signed application and a \$100.00 fee with the application.
2. The student must be assessed at the School to determine placement in the appropriate grade.
3. The parents must meet with the Education Committee in an interview to discuss the curriculum and policies of the School.
4. The Robinson Township Christian School Board of Directors must vote to accept the Education Committee's recommendation to receive the child as a student.

**Students in Grades 5 – 12**

In addition to Items 1-4, the following items are required to be considered for admission:

5. Recommendation forms from two Teachers and Administrator or Guidance Counselor.
6. Copies of recent report card and standardized achievement test.
7. A brief paragraph written by student stating why he/she wishes to attend RTCS.  
(Use separate sheet of paper.)

The Board of Directors generally meets monthly. Please keep in mind that Steps 1-7 must be accomplished before the Board may vote, and the Board's vote is necessary before the student may begin attending Robinson Township Christian School.

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| <b>Admission Checklist</b>          |  |
| _____ Application Received with Fee | _____ Release of Records Form Signed     |
| _____ Birth Certificate             | _____ Social Security Number             |
| _____ Immunization Report           | _____ Health History Form                |
| _____ Placement Test                | _____ Interview with Education Committee |

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*Office Use Only*

Name \_\_\_\_\_ Grade \_\_\_\_\_ Year \_\_\_\_\_

Date Received \_\_\_\_\_ Registration Paid \_\_\_\_\_ Check No. \_\_\_\_\_