



## HOW TO APPLY

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New students must apply for admission online. To begin the process, please visit:

<https://sca-pa.client.renweb.com/oa/register.cfm?memberid=1675>

Step 1: Click **CREATE AN ACCOUNT** (Complete the required fields under “Account Details” and “Account Security”)

Step 2: Click **ONLINE APPLICATION/LOGIN** (Enter your newly created **USERNAME/PASSWORD** and select login)

Step 3: Click the **Create New Student Application** button, enter student information

Step 4: Click the **Start Application** button and follow the online instructions

Once you have submitted your application, you will be able to track your application status by logging into your account. From your account, you will be able to print completed applications, monitor when SCA receives supplemental application information forms, and if necessary, reprint the supplemental forms.

### *Placement Test (Optional)*

A placement test may be administered to any prospective student in Kindergarten grade 9 to determine academic placement. Results of the placement tests are reviewed carefully for indications of academic readiness.

**See page 2 for additional requirements.**



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### *Additional Requirements*

Transcripts, conduct records, and recommendations are taken into consideration to determine each student's potential for success at Summit Christian Academy.

The following items are required as your final step of the application process:

- Copy of current grades (Grades 1-9)
- Academic Evaluations
- Records Release
  - ◊ One – Grades 1-6
  - ◊ Two – Grades 7-9

### *Acceptance Notification*

The Administration will review completed documentation for students. Parents will be notified concerning the acceptance of each child after the interview is complete.

### *Financial Appointment*

Once your application has been approved, you will be notified that you are cleared to enroll your child. An appointment will also be scheduled with the Administrator to review financial paperwork, scholarship opportunities, finalize payment schedule, and discuss tuition reduction strategies.