



Access the GRACE Online Application via the GRACE website at [www.GRACEChristian.net](http://www.GRACEChristian.net). The application is available in the **ADMISSIONS** menu on the **How to Apply** page.

Consideration of applications from new families for the 2019-2020 school year begins in November 2018. Transitional Kindergarten and Kindergarten applications will be accepted beginning **November 13, 2018**. Applications for grades 1-12 will be accepted beginning **November 27, 2018** after re-enrollment of our current students and their siblings.

Admission is based upon an applicant's ability to meet all admission criteria. Please note that applications received during the first weeks of the open enrollment period are not processed on a first-come, first-served basis. Applications will be accepted throughout the year as long as space is available.

**The following documents are required for your application to be considered complete.** You can scan the documents and upload with your Online Application or you can submit a hard copy to the appropriate school office. *Incomplete or inaccurate information will be grounds for rejection of applicant or dismissal of student.*

- Birth Certificate
- Last two years of end-of-year report cards (with teacher comments)
- Current report card (with teacher comments)
- Most recent end-of-grade test results, achievement test results, and other standardized test scores
- Copies of testing, evaluations, psychological reports, curriculum modifications, and individualized education plans, if applicable
- Copy of all custody papers, if applicable
- Confidential Recommendation Forms: Forward this from the Online Application to the person providing the reference. Students who are homeschooled and have recently participated in a co-op or out-of-the-home class, should forward to one of those teachers. This must be sent directly to GRACE from the recommending teacher.
  - TK-K: Preschool Teacher, Resource Teacher (if applicable)
  - Grades 1-6: Core Subject Teacher, Adult Mentor, Resource Teacher (if applicable)
  - Grades 7-12: English Teacher, Math Teacher, Guidance Counselor, Adult Mentor, Resource Teacher (if applicable)
- Students Applying to Grades 7-12 Only: Student Questionnaire - Download this from the Online Application and bring into GRACE on the day of your student's admissions testing.
- High School Students Only: Copy of current transcript
- High School Students Only: Guidance Counselor Recommendation Form - Forward this from the Online Application to the student's current guidance counselor.

After you have completed the application, follow the instructions to submit the application along with the **\$200 non-refundable application fee**. If enrollment for a particular grade level is full, you will be notified that a waiting pool is established.

Once the application is complete and all relevant supplemental documents have been received, admissions testing will be scheduled as soon as possible. Classroom visits are encouraged and sometimes required for prospective students seeking admittance to grades 4-12.

Upon receipt of all required documents and the completion of student testing, a family interview will be scheduled. The interview should be attended by the student and both parents. The interview is our opportunity to get to know one another and to determine the extent of a good match between the school and the student.

Notification of the student's acceptance status will be made as soon as testing, interview and file reviews are complete. The Principal will determine final acceptance and grade level placement of students.

**Within 48 hours of acceptance of a student for admission a non-refundable \$750 enrollment fee** will be required to place the student on the roster for the upcoming year. A FACTS account for enrollment will also need to be established at this time. Acceptance, payment and a FACTS account should take place within 48 hours of notification in order for enrollment to be considered final.

If a student requires the services of the Learning Enrichment and Achievement Program (LEAP), the student must also be accepted into the program for enrollment to be final. *Please note that there are additional fees for participation in LEAP.*

Upon admittance, the family should submit the following completed forms:

Immunization History/Health Assessment Form- All students should have a physical exam and have the doctor's office complete this form by the first day of school. North Carolina Laws on the timing of immunizations required in middle school are changing. Please consult your pediatrician to make sure your student is up-to-date on all required immunizations.

Volunteer Interest Form- All parents are given the opportunity to volunteer on the campus and/or drive students to field trip destinations. Please fill out the volunteer skill survey at <https://www.gracechristian.net/school-life/volunteers/> and submit the background check paperwork to either campus office.

If you have any questions, please contact the appropriate office:

**Lower Campus (Grades TK-6th)**

Mrs. Tammi Saenz  
801 Buck Jones Road  
Raleigh, NC 27606  
919-747-2020  
fax: 919-783-0856

**Upper Campus (Grades 7-12th)**

Mrs. Willa Bea Coates  
1101 Buck Jones Road  
Raleigh, NC 27606  
919-747-2020  
fax: 919-747-2021