

NEW STUDENT ADMISSIONS CHECKLIST



Acceptance Criteria

Our family has read and agrees to the following:

- Trinity Christian Academy [Statement of Foundational Doctrines](#).
- Trinity Christian Academy [ByLaws](#).
- Trinity Christian Academy [Code of Honor](#) (will be asked to sign before acceptance).

Getting Started

- Come to a [First Look Day at TCA](#) (recommended; not available during summer).
- Can't come to a First Look Day? Schedule Your Personal Campus Tour with Admissions: [Inquire Online](#), [email the Director of Admissions](#), or call 731.410.8063.

Accessing the Application

Do not withdraw from your current school until you have been accepted and enrolled at Trinity Christian Academy.

- Visit [Tcalions.com](#) and navigate to [How to Apply](#) page.
- Click the [Apply Now](#) button and review our [Admissions Requirements](#).
- Click [Create an Account](#) form to make your account.
- Write your "Application" username and password below for future reference:
Username: _____ Password: _____
- Login at the "Online Application / Login" tab and Start the Application. Complete one application per child. If completing more than one application, you may want to save your narrative answers in a "Word" document, so that you can cut and paste into the next child's application.

Submitting the Following

Having trouble uploading? We have a solution for that, please scan/email, fax or hand-deliver to Admissions. Email: admissions@mytcalions.com. Fax: 731-668-3232, attn: Admissions

Applies to All Applications:

- Online Application Payment charged at time of submitting application: \$100. (Early Ed. fee is not paid until enrollment contract is submitted)
- Provide recipient email address on application:
 - Church Leader Reference (a reference from the church you are attending)
- Upload onto application:
 - Picture: Head Shot of the student

Grade Specific Items:

Early Ed: Little Lions Infants - Little Lions 3

Early Ed Applicants.

- [Getting to Know You Form](#)

Lower School: Pre-K - Kindergarten

Pre-K Applicants must be four BEFORE August 15th and Kindergarten Applicants must be five BEFORE August 15th.

- [Getting to Know You Form](#)

Lower School: 1st - 5th Grade

- Provide recipient email address on application:
 - Current Teacher Reference (1 needed)
 - Current School Records - The Admissions Office will request the records from the current school. If you have a recent report card, test scores, IEP, or other documents, please proactively send those to admissions@mytcalions.com.

Upper School: 6th - 12th Grade

- Provide recipient email address on application:
 - Current Teacher References (2 needed)
 - Current School Records - The Admissions Office will request the records from the current school. If you have a recent report card, test scores, IEP, or other documents, please proactively send those to admissions@mytcalions.com.

RISE Program: Pre-K - 8th Grade (for students with IDD)

- Provide recipient email address on application:
 - Current Teacher Reference
 - Current Therapist Reference
 - Current School Records - The Admissions Office will request the records from the current school. If you have a recent report card, test scores, IEP, or other documents, please proactively send those to admissions@mytcalions.com.

After Applying

- Please retain a copy of all documents submitted with your file.
- If Financial Aid is needed for Pre-K - 12th grade students, complete the online FACTS Financial Aid Application after you submit a student application by going to <https://www.tcalions.com/tuition> and scrolling down to "How to Apply for Financial Aid." Steps are explained there as to how to apply. *Financial Aid for 2024-2025 will open in January of 2024. Please reach out if you have any questions.*
- Write your "FACTS" username and password below for future reference (if you are applying for Financial Aid):
Username: _____ Password: _____
- Screening for LL3 - Kindergarten
- On-Site Abbreviated Testing for grades 1st - 12th
- If applicable, meeting with the REACH / RISE Director and subsequent observations
- Educator Interview with Area Administrator (for LLI-12th grade)
- Interview with a member of our Board discussing the mission of the school (*new families only*)

**A family must meet the minimum admissions requirements to be considered for admission to TCA. Admissions acceptance is not guaranteed. Once the admissions process is complete, the admissions office will notify you of acceptance status.*

If Accepted

- Upon Acceptance: Online Enrollment Packet will be sent via email to be completed within 5 business days of acceptance:
- Create New RenWeb username and password. Note: This is different from the “Application” username and password.
- Write your new “Enrollment/RenWeb” username and password below for future reference:
Username: _____ Password: _____
- Please complete the following:
 - Enrollment Agreement Contract
 - Submit Immunization Records to admissions@mytcalions.com
 - Submit Birth Certificate to admissions@mytcalions.com
 - Visit our [Parent Resources page](#) for details on things you might need to know!
 - Post Enrollment: Instructions sent via email
 - Parents to notify the former school of your child’s withdrawal in writing.
 - Purchase uniforms from [Uniform Source](#) or second hand from our [suggested sources](#).

Student's name is placed on grade list after all required enrollment forms are on file.

Please contact the Admissions Office if we can be of further assistance to you 731.410.8063 or at admissions@mytcalions.com.

Before the First Day

Please read carefully: These steps must be taken BEFORE the first day of classes.

Grade Specific Items:

Early Ed: Little Lions Infants - Little Lions 3

- Parent attends an Orientation event (if starting mid-semester, will be one on one)
- Set Up Lunch Account. Visit our [Dining Services Page](#) to Begin.

Lower School: Pre-K - 5th Grade

- Parent attends an Orientation event (if starting mid-semester, will be one on one)
- Set Up Lunch Account. Visit our [Dining Services Page](#) to Begin.

Upper School: 6th - 12th Grade

- Meet with the guidance office for a class schedule (no classes can be guaranteed and are on a first come, first served basis).
- Get locker information
- Parent attends an Orientation event (if starting mid-semester, will be one on one)
- Set Up Lunch Account. Visit our [Dining Services Page](#) to Begin.

Contact Admissions if you have any questions, from your first visit to your first semester. We are here to help you get in the admissions process and to get acclimated to life at TCA. We are happy to be your point of contact and point you in the right direction. Please contact the Admissions Office at 731.410.8063 or at admissions@mytcalions.com. Welcome to TCA!