

Admissions Policies

General Admissions Policies:

At least one parent must be a professing Christian willing to sign the Parents Affirmation of Belief on the CCS Online Enrollment.

Before completing the online application for admission to CCS, at least one parent must read the Parent/Student Handbook that includes our Community Covenant and sign the online application as indicated certifying that he/she has read, agrees with and supports the policies, procedures and expectations in the CCS Parent/Student Handbook.

All admissions applicants are required to submit the following:

- Academic Reference
- Pastor Reference
- 2 years of report cards (if applicable)
- 2 years of achievement test scores (if applicable)*
- Copies of special education testing of any kind (if applicable)
- Copy of certified birth certificate
- Current physical examination on Florida Department of Health Form DH 3040
- Immunization records on Florida Department of Health Form DH 680

*If a student has not done any achievement testing, Woodcock-Johnson testing administered by a CCS faculty member or administrator will be required at a cost of \$100 paid by the applicant.

Educational Services Review: Please note that for students with special learning needs, the completion of the [Educational Services Admissions Screening Checklist](#) and the submission of all items listed in the checklist (including an Academic and Pastor Reference) for review by our Educational Services Committee is required along with the submission of an online admissions application. The Educational Services Committee will assess whether or not we can serve the student effectively before proceeding further with the admissions process.

Applicants for upper elementary and secondary are required to “shadow” in the classroom.

Once the admissions file is complete, a parent interview is required with an administrator for the division of the school for which the applicant is applying. All applicants are required to attend this interview.

Admissions decisions are made by the Admissions Committee within one week of the time that the admissions file and interview process is complete. The time frame for educational services students is two weeks.

A student who has been accepted for admission is not enrolled at CCS until the online enrollment has been completed, including payment of the registration fee.

All admissions applications received two weeks prior to the start of school are not guaranteed to start by the first day of school.

Admissions Disciplinary Record Policy:

Students who have been suspended or expelled from another school are not eligible for admission.

VPK Admissions/Enrollment Policy:

Students must be four years of age by September 1st in the year of VPK enrollment.

Kindergarten Admissions/Enrollment Policy:

Students must be five years old by September 1st in the year of Kindergarten enrollment.

First Grade Readiness Testing Policy:

For students entering CCS in first grade: Testing is required at CCS to determine readiness. The cost is \$100 and is non-refundable. This fee covers the cost of administering, scoring and interpreting the test and is scheduled through the Educational Services Department.

High School Admissions Policy:

CCS does not accept admissions applications for 12th grade.

Admissions Policies after the initial school start date

CCS High School Admissions Policy – after initial school start date

9th and 10th grade students may not transfer in at mid-semester from another school. 9th and 10th grade students may only be considered for admission during the first semester up to the midterm of the first quarter. After that, 9th and 10th grade students will only be considered for admission at the start of the second semester if they apply by December 1st.

11th grade students are not eligible for admission to CCS after the midterm of the first quarter of the first semester.

12th grade students are not eligible for admission at CCHS.

CCS Middle School Admissions Policy – after initial school start date

Middle school students (grades 6-8) may only be considered for admission during the first semester up to the midterm of the first quarter. After that, middle school students will only be considered for admission at the start of the second semester if they apply by December 1st.

Middle school students (grades 6-8) may only be considered for admission for the second semester up to the midterm of the third quarter.

CCS Middle School Admissions Policy for home school students - after initial school start date

6th - 8th grade home school students may not transfer in at mid-semester to the CCS CEO program. After the midterm of the first quarter after the start of school, 6th, 7th and 8th grade home school students will only be considered for CEO admission at the start of the second semester if they apply by December 1st.

All of these policies also apply to CCS CEO students who wish to become full-time students after the initial school start date.

***CCS reserves the right to update any of these policies without prior notice. Updates will be posted to the CCS website regularly.**

CCS Access to Records Policy: (dated 4/24/2007)

CCS parents or eligible students have the right to inspect and review the student's education records maintained by CCS.* CCS is not required to provide copies of

records unless, for reasons such as a great distance, it is impossible for parents or eligible students to review the records. CCS may charge a fee for copies.

Parents or eligible students have the right to request that CCS correct records which they believe to be inaccurate or misleading. If CCS decides not to amend the record, the parent or eligible student then has the right to appeal to the School Board. After the hearing, if CCS still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, CCS must have written permission from the parent or eligible student in order to release any information from a student's education record. However the Family Educational Rights and Privacy Act (FERPA) allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

CCS may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, CCS must tell parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

*The CCS Registrar or their designee will maintain an ongoing record of:

1. Name of person(s) reviewing student's records

2. Name of student's whose record is reviewed.
3. Date and length of time of review of student's records.
4. Organization or affiliation of person reviewing student's records.