



408 Church Street, Franklin, TN 37064 | 615.567.3355 | [GenerationsChristianAcademy.org](http://GenerationsChristianAcademy.org)

## APPLICATION PROCESS CHECKLIST

### 1. Application

- ☐ Before completing the application (one per student), please review the Admissions Requirements, School Philosophy and Statement of Faith via the school website. Generations Christian Academy utilizes an online admissions application. To apply, please visit the admissions section of the school website: [GenerationsChristianAcademy.org](http://GenerationsChristianAcademy.org).
- ☐ After submitting the application, the Admissions Committee will notify you that it has been received and is under review.
- ☐ If Admissions Committee agrees to move forward with the application process, a non-refundable application fee (per student) will be due at that time. The fee will cover the cost of required admissions testing.

### 2. Supplemental Documents

The following documents must be submitted to the Admissions Office before testing can be scheduled:

**Submit online via GCA website, email, mail or may be delivered to the Admissions Office:**

- ☐ Copy of birth certificate
- ☐ Copy of current immunization record
- ☐ Copy of most recent progress report (Pre-K), report card (K-5th)
- ☐ Copy of achievement tests (if applicable)

**Pastor/Teacher should submit forms online via Step #2 on the Admissions Process page of website:**

- ☐ Pastoral Reference Form (Parent/Legal Guardian to send link to online form to church/pastor)
- ☐ Confidential Teacher Evaluation Form (Parent/Legal Guardian to send link to online form to teacher)

**Student Questionnaire - Grades 6-8**

- ☐ Prospective students applying for grades 6-8 should download the Student Questionnaire and complete. The form can be scanned and emailed, mailed or delivered to the GCA school office.

### 3. Admissions Testing

Once the application, fee and supporting documents are received, the Admissions Office will schedule testing. Students who have previously attended a private school are asked to provide achievement test scores if taken within one year of the application date. Please note: Public school tests do not meet our testing requirement.

- ☐ **Kindergarten**  
Developmental Assessment  
The Kaufman Test of Educational Achievement
- ☐ **Grades 1-8**  
The Kaufman Test of Educational Achievement

### 4. Family Interview

The Admissions Office will contact you to schedule a family interview once the applicant's file is complete and all requirements have been met. Both parents/legal guardians and student(s) are required to meet with members of the Admissions Committee.

### 5. Notification of Admissions Decision / Family Contract / Tuition & Student Fee

Families will be informed of acceptance or denial of admission after the Admissions Committee reviews all information. If accepted, a Family Enrollment Contract will be issued, and the student fee will be due at that time. Parents/Legal Guardians will then be asked to choose a tuition payment plan. The student may begin school at GCA once the Family Contract is signed and returned to GCA and all required fees and tuition are paid.