



STEPS TO ENROLLMENT 2011-2012

STEP ONE

Attend an International Community School Informational Meeting

These meetings are held throughout the school year and are a mandatory first step toward involvement in any International Community School program. Call the office to ask about the date and time of the next meeting.

STEP TWO

Complete Application & Pay Registration Fees

Pick up a New Family Enrollment Packet from the office, complete and return with applicable registration fees. **All registration fees are non-refundable.**

STEP THREE

Family Interview

A representative from the school office will call to set up a time for your 45-minute family interview. We'd like to meet your entire family and have you meet us!

STEP FOUR

Complete Academic Evaluation and/or Gesell Testing

Following the family interview, an academic evaluation will be necessary for class placement. All students entering kindergarten will take the Gesell Test to determine developmental readiness. **Fees are due at time of testing.**

STEP FIVE

Meet with Our High School Administrator

If your student is in grades 9-12, the Registrar will call to schedule a meeting with the High School Administrator to write a four-year graduation plan. This meeting does not guarantee enrollment.

STEP SIX

Start Tuition Payments

If it is on or after June 1st, it's time to begin paying tuition for the coming school year. Call the Financial Administrator or consult the financial information form for your payment amounts and options.

STEP SEVEN

Submit Medical Forms

Make sure your student's immunizations are up-to-date and all necessary medical forms are turned in to the school office **prior** to your student starting school. **We will need the original blue immunization form, the original yellow physical form (current exam within 12 months), and a copy of the birth certificate.**

STEP EIGHT

Order Textbooks and Uniforms

Get a class textbook list and uniform information from the office to make your purchases. Delaying this step may mean your child will not have the appropriate books and uniforms for the first day of classes. Please allow at least four weeks for curriculum orders.

STEP NINE

Attend Parent/Student/New Family Orientation

New Family Orientation is a vital, **mandatory** step in enrolling at ICS. Parent and Student Orientations occur the week following New Family Orientation and are a time of training and preparation for the new school year. Refer to your ICS calendar for orientation dates.

STEP TEN

Take Required Parenting Course

Parents have one year from the date of enrollment to complete the required Christian parenting course. Contact our Family Education Department for details.