

# ENROLLMENT PROCEDURES

For families who may be interested in having their children attend Covenant Academy, please follow the outlined enrollment procedure. If you need assistance or further information, please call the office (423) 587-3247 during the week or email us at < [mca@mcovenantacademy.net](mailto:mca@mcovenantacademy.net) > .

## Enrollment Procedure

1. Parents should read the school handbook thoroughly.
2. Parents will be asked to complete all MCA enrollment forms and provide the student's cumulative records.
3. Parents should schedule an interview with the administrative staff. The student may also be required to attend the interview.
4. Students in grades 1 - 8 may be required to take a proficiency test for the last grade completed.
5. Parents wishing to apply to pay tuition on an installment plan may be required to complete a credit application.
6. If paying by installments, parents must complete and sign a promissory note.
7. Non-church members may be required to attend a worship service or school chapel service before a student can be considered for admission.
8. The school board will meet to determine whether or not students who are applying will be accepted or rejected.
9. Parents will be notified as to the decision of the school board.
10. Parents will be required to attend a parent-orientation session to be scheduled by the administrative staff.