



Oklahoma Christian School

P.O. Box 509 Edmond, OK 73083

Admission Checklist

1. Please use this checklist to go through the process of preparing and submitting your child's application. The Admission Committee is only able to review completed files. If desired, call the Admission Director at (405) 341-2265 ext. 6 and make an appointment for a campus tour.

Please send the following items to the above address:

- _____ Completed OCS Application
- _____ Official State Birth Certificate
- _____ Immunization Records
- _____ Student Questionnaire (Grades 5-12 only)
- _____ Application Fee - \$75 for one child or \$100 per family
- _____ Copy of most recent report card (the last 2 years for grades 6-12)
- _____ Copy of any relevant previous testing, i.e. Stanford Achievement, ITBS, any special education or psychological testing, etc.
- _____ Family/Student Photo - optional (very helpful)

To send:

- _____ Send Pastor Reference to family/applicant's Pastor (Grades PK-12)
 - _____ Send Teacher Recommendation to appropriate individual-Teacher forms need to be completed by the current teacher after Dec. 1 (to allow the teacher to properly evaluate the student) and submitted to OCS in the enclosed addressed envelope before Feb. 1.
2. Upon receipt of all the above materials, an entrance exam for your student will be scheduled. Entrance testing is in February and March.
 3. At a later date, following the testing, you will be notified to schedule a family interview with the appropriate principal or designated school official. This is the last step in the admissions process. All paperwork must be complete and submitted to OCS before an interview is scheduled.
 4. The Admission Committee will make a decision on the application and notify you the week of April 6. If the decision is to accept, a registration form will be included with the acceptance letter. Parents will have ten (10) days from the date of the acceptance letter to respond with the registration and the enrollment fee.