



APPLICATION PROCESS CHECKLIST

1. Application

- Cypress Christian School utilizes an online admissions application. To begin the online application process, visit <https://cccs-hou.client.renweb.com/oa/>. Select "Create an Account," then log into your account and select "Create a New Student Application" for each child you wish to enroll. You will then have the flexibility to log in and out of your account and access your open application(s).
- After submitting the application along with the non-refundable application fee, you will be able to track your admissions status by logging into your account.

2. Admissions Testing

Once the application is received, the Admissions Department will schedule testing.

- Kindergarten**
Gesell Developmental Observation
SEARCH Screening for reading readiness
- First Grade**
Gesell Developmental Observation
SEARCH Screening for reading readiness
TerraNova Test – Reading, Math and a writing sample
- Second and Third Grade**
Gesell Developmental Observation
TerraNova Test – Reading, Math and a writing sample
- Fourth through Twelfth Grade**
TerraNova Test – Reading, Math and a writing sample

3. Supplemental Paperwork

The following documents must be submitted to the Admissions Department before the family interview is scheduled:

- Copy of birth certificate
- Copy of current immunization record
- Copy of current progress report (K), report card (1st-12th), transcript (9th-12th)
- Church Reference Form (<https://cypresschristian.wufoo.com/forms/church-reference-request/>)
- Confidential Teacher Evaluation Form – Elementary
(<https://cypresschristian.wufoo.com/forms/confidential-teacher-evaluation-requestelementary/>)
- Confidential Teacher Evaluation Form – Secondary (Math and English for 6th-12th)
(<https://cypresschristian.wufoo.com/build/confidential-teacher-evaluation-request-secondary/>)

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 and student(s) are required to meet with administrators. After the interview, the application file will be forwarded to the Admissions Committee for review.

5. Notification of Admissions Decision

Families will be informed of acceptance or denial of admission after the Admissions Committee reviews the information. According to the time of the year, this may occur via a phone call or a letter.