



## McCasland Christian Academy

3309 Shell Rd. Georgetown, TX | (512) 868-9903

[www.McCaslandChristianAcademy.org](http://www.McCaslandChristianAcademy.org)

[www.MCAGTX.org](http://www.MCAGTX.org)

### 2nd-5th Grade APPLICATION CHECKLIST

PLEASE RETAIN THIS CHECKLIST FOR YOUR OWN RECORDS

All material must be completed and submitted in order for new students to be considered for enrollment.

- 1. SUBMIT AND PAY FOR THE APPLICATION**
  - Application fee is \$50
  - Applications must be handed in to the office or emailed to [admissions@mcagtx.org](mailto:admissions@mcagtx.org)
  - Submit fee to the office (We accept check or PayPal via website)
  - Our office will confirm receipt of application and fee via email
  
- 2. SUBMIT A PARENT STATEMENT INTRODUCING YOUR STUDENT TO US**
  - Email the document to [admissions@mcagtx.org](mailto:admissions@mcagtx.org)
  
- 3. REQUEST AT LEAST ONE (1) LETTER OF RECOMMENDATION FROM A TEACHER OR PASTOR/YOUTH LEADER**
  - Submit referral/recommendation to [admissions@mcagtx.org](mailto:admissions@mcagtx.org) for grades 2nd-5th
  - Referral/recommendation must be from a current core teacher, current pastor or youth leader
  
- 4. REQUEST THAT GRADES/REPORT CARDS BE SENT FROM THE STUDENT'S SCHOOL**
  - We require grades/report cards from the prior year before enrollment for grades 2nd-5th (if applicable)
  - Use attached form to request grades from student's current school
  
- 5. OUR OFFICE WILL REACH OUT TO SCHEDULE AN EVALUATION ONCE ALL APPLICATION STEPS & FEE IS RECEIVED**

#### COMPLETED APPLICATION STEPS:

- Upon completion of the Application Process notification of acceptance, denial or wait-list will be emailed to each parent/guardian of student
- Upon Acceptance, the Enrollment Fee will be required and Registration will be completed through the FACTS Online Portal
  - Notification of how to enroll will be sent via email

#### GRANT AID:

- Financial Aid is available to qualified families and is administered by FACTS Management. Applications will be accepted beginning **March 1st** with awards throughout the summer.



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## 2nd-5th Grade APPLICATION FOR ENROLLMENT

*Please submit this Application for Enrollment to the school office with the \$50 Application Fee.*

### Student Information

Today's Date: \_\_\_/\_\_\_/\_\_\_ Application for Grade: \_\_\_ School Year:  2022-2023  2023-2024

Student's Name (Last, First, MI): \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_  Male  Female

Street Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current School: \_\_\_\_\_

Does your child currently have any 504 Modifications/Special Ed/IEP?  No  Yes, please provide a copy

Does applicant have a sibling currently enrolled in McCasland Christian Academy?  No  Yes

Name of Sibling: \_\_\_\_\_ Age/Grade: \_\_\_\_\_

### Parent/Guardian Information

Name of Parent/Guardian 1: \_\_\_\_\_

Relationship:  Father  Mother  Other: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Parent/Guardian 2: \_\_\_\_\_

Relationship:  Father  Mother  Other: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student Resides with:

Both Parents/Guardians  Parent/Guardian 1  Parent/Guardian 2

Other(s) (Please give name and relationship): \_\_\_\_\_

*I heard about this school through:*

Friend  School Website  Internet (which site): \_\_\_\_\_

Facebook  Sibling  Other: \_\_\_\_\_



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### ATTENTION: PARENTS/GUARDIANS

Please provide copies of this page to individuals who will write your letter(s) of recommendation. Recommendation letters are only required for incoming 2nd-5th graders.

### ATTENTION: DEAR SCHOOL OFFICIAL/COMMUNITY REPRESENTATIVE/CHURCH MEMBER

Dear School Official/Community Representative/Church Member,

Your student, \_\_\_\_\_, has applied for McCasland Christian Academy this school year.

In order to consider and evaluate all students fairly, we request that you submit at least one letter of recommendation. Your comments should be detailed and specifically addressed, but need not be limited to, the following:

- Does the student perform up to his/her academic ability? Provide your observations of the student's actions in the academic environment.
- What leadership qualities does the student demonstrate? Please give specific examples.
- Describe the student's involvement in the community, civic, church, or other service-related activities.

Please address the three areas cited above, to the best of your ability, based on your personal experience with the student. Please comment on the student's work ethic, dependability, spiritual development, and anything else you believe would be beneficial in painting a positive portrait of the student.

**Recommendation letters may be emailed to [admissions@mcagtx.org](mailto:admissions@mcagtx.org)**

Blessings,  
MCA Team



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### ATTENTION: PARENTS/GUARDIANS

This form should be directed to the registrar/transcript office at your child's current school. We only require records request for incoming 2nd-5th graders.

Students Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Current Grade: \_\_\_\_\_

I, \_\_\_\_\_ (parent/guardian), grant permission for a copy of my child's transcripts to be sent to McCasland Christian Academy.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### ATTENTION: RECORDS/TRANSCRIPT

The above-named child has applied to McCasland Christian Academy. Please email or fax COPIES of the following records:

PEIMS State ID #

Birth Certificate

Health Records

Social Security Card

Achievement Test Results

Mental Ability Test Results

TAAS/TAKS/STAAR Scores

Psychological Evaluation

\*Including Full and Individual Evaluation

Discipline/Attendance Records

Special Education Records

Verification of Special Programs

\*Including Bilingual, Title 1 or other reading programs, Gifted/Talented, Migrant\*

### McCasland Christian Academy

Admissions Office:

915 Rockmoor Dr. #101

Georgetown, TX 78628

P: (512) 863-9903 F: (512) 868-9945

Email: [emily@mcagtx.org](mailto:emily@mcagtx.org)

Thank you,  
Emily Palacios  
Office Administrator



## **McCasland Christian Academy**

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### **STUDENT INTRODUCTION**

Please write a brief paragraph introducing your child to us. Tell us the following about the student:  
Why do you think your student would benefit attending McCasland Christian Academy? List student's strengths and weaknesses, and any other information you believe would be beneficial for MCA to know about the student.

**Introductions may be typed in the text-box below or emailed to [admissions@mcagtx.org](mailto:admissions@mcagtx.org)**