



"Preparing Students for Life"

Application Procedures

We are pleased you are considering enrolling your child in C. S. Lewis Academy. The information we request will help us in determining whether or not we are able to enroll your child. **Please note that Pre-Kindergarten students must be four years old and Kindergarten students must be five years old by September 1st of the year of enrollment.** If C.S. Lewis Academy does not accept a student, the enrollment fee is returned. Students who may have certain learning disabilities or emotional handicaps may best be served in schools that have special programs.

It is our desire to acquaint you with the school in such a way that you can make a good decision about whether or not to apply for admission. This includes printed material, meeting with the campus principal, and a possible visitation with a teacher. If after meeting with the principal and a joint decision is made to pursue admission to the school, a ½ or full day visitation to the school can be arranged. In **grades K-3** we can accommodate **parent** visits during the school day for 30 minute observations. **Student** visits take place after the school day is over, enabling them to see the room and meet and visit the teacher. We encourage students entering **grades 4-12** to consider visiting a classroom for part of a day. All visits must be prearranged with the office.

Following are the required procedures for application and enrollment (Please note this process usually takes several weeks):

1. Fill out and return the Application for Enrollment.
2. **High School applicants:** Provide two letters of reference from a pastor, teacher, administrator, counselor or other non-related individuals.
3. Make an appointment to interview with the principal (includes parent(s) and student). Please bring report cards and recent standardized test scores to your interview.
4. Visit the school facility and classroom(s) appropriate to the child's grade level.
5. Students may be asked to take a Wide Range Achievement Test, as well as provide medical and/or psychological history.
6. Upon acceptance and your decision to enroll, pay the enrollment fee.

Please note:

- At the high school level, interviews with the principal cannot take place until the **enrollment application, school transcript and letters of recommendation** have been turned in and viewed by the administration ahead of time.

Please contact the following campuses to schedule your interviews:

PreK-8th Grade 503-538-2242
9-12th Grade 503-538-0114

C.S. Lewis Academy is committed to a policy of non-discrimination on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admission policies, or scholarship, athletic and other school administered programs. CSLA reserves the right to select students on the basis of academic performance, religious commitment and personal qualifications including willingness to cooperate with the school administration and abide by its policies.

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