

Dear Parent or Guardian:

Thank you for your interest in Portland Christian School. Our mission is to work cooperatively with the student's home and church so that every student is equipped "for every good work." As you seek God's direction for the education of your children, we are here to serve you and your family. In order to make this process simple and efficient we request that you furnish the following forms:

PCS FORMS – Included in this packet

- Student Initial Application**
- Records Request**
- Tuition Payment Preference Form**
- Non-discriminatory Policy Statement, Parental Cooperation Statement, Book Agreement and Student Agreement**
- Friend Recommendation**
- Minister Recommendation**
- KRS 158.000 Law** (must be signed and returned even if not applicable to your child.)

OTHER INFORMATION

- Copy of Birth Certificate**
- Copies of Your Child's Two Most Recent Report Cards**
- Standardized Test Scores** (if available)
- Legal Documents Concerning Guardianship** (if applicable)
- Original Immunization Certificate** (including requirement of Hepatitis B vaccines for any child born on or after 10/1/92)
- Tuberculin Skin Test** (for any child who has been exposed to confirmed or suspected cases of TB in the last 5 years or who is suspected of having TB)
- Eye Exam Confirmation**
- Medical Form** (for those entering school for the first time or entering sixth grade)

Tours of the North Campus (K-12) and the East Campus (K-8) can be scheduled. Please call the Admissions Office (502-266-9892) to schedule a tour or to answer any questions you may have regarding admissions or testing. To begin the admission process for your child you need to furnish the following as soon as possible:

- Student Initial Application** (Application and Test Fee of \$75 due on or before test date)
- Copies of your child's last two report cards**
- Any standardized test scores that are available**

However, we cannot confirm admission of your child until all of the forms listed in this letter have been completed and sent to PCS. Upon admission, we will request your child's records from the school previously attended.

Church attendance is required for grades K-12. You will receive a Parent and Student Handbook at the time of testing. Also, please read and sign the Non-discriminatory Policy Statement, Parental Cooperation Statement, Book Agreement and Student Agreement. Thank you for your assistance in completing the admission process.

In His service,

Jodell Seay
Director of Admissions

PORTLAND CHRISTIAN SCHOOL INITIAL APPLICATION

Choose campus for which student is applying.

_____ North Campus (K – 12)
2500 Portland Ave.

_____ East Campus (K – 8)
12610 Taylorsville Rd.

Name _____ For grade _____ in _____
First Middle Last Year

SSN _____ Race _____ Male _____ Female _____

Date of Birth _____ Place of Birth _____

Previous School Name _____

Address _____

Dates enrolled there _____ Retained at any grade level? _____

Has student ever been dismissed or disciplined at any school? _____

If yes, please explain on the following line or in an attached letter _____

Church attended by student/family _____

Minister's Name _____ Phone _____

We have read and agree to support the PCS Statement of Faith.

Parent's Signature _____

Email Address: _____

Parent Or Guardian With Whom The Student Lives

Name: _____

Address: _____ City _____ Zip _____

Phone: _____ Work (Father) _____ Cell (Father) _____

Home _____ Work (Mother) _____ Cell (Mother) _____

Person Legally Responsible For Student

(If different from parent or guardian listed above)

Name: _____

Address: _____ City _____ Zip _____

Phone: _____ Work _____ Cell _____

Home _____ Work _____ Cell _____

Person Responsible For Bill

(If different from parent or guardian listed above)

Name: _____

Address: _____ City _____ Zip _____

Phone: Home _____ Work _____ Cell _____

For Office Use Only

Family ID _____ Student ID _____



Portland Christian School

Quality Christian Education Since 1924

12610 Taylorsville Rd • Louisville, KY 40299-4453 • (502) 266-9892 • Fax (502) 263-5489

Website: www.portlandchristian.org

Records Request

The Federal Family Rights and Privacy Act of 1974 does NOT require parental permission for the release of student records between educational institutions.

Please release:

1. Birth certificate
3. Immunization certificate and Medical forms
4. Transcripts and/or academic standing and credits
5. Psychological evaluation report, if available
6. Individual standardized achievement test results

**To: Portland Christian School
12610 Taylorsville Road
Louisville, KY 40299**

For the following student:

Full Legal Name of Student	Birth Date	Grade
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School Last Attended	Phone Number
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Street Address	Fax Number
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City	State	Zip
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NOTE TO PARENTS/GUARDIAN: It is very important to have the COMPLETE ADDRESS of the school last attended. Portland Christian School will take responsibility for requesting records.

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Official use only:

Date request received: _____

Date request mailed/faxed: _____

Date transcripts received: _____

Transcripts: Complete _____ Incomplete _____

Comments:

Portland Christian School 2009-2010 Tuition Payment Agreement Form

NAME(S) OF CHILD(REN) _____

Please choose one of the following options, sign the agreement below and return this form upon acceptance of your child.

Option 1. _____ Full Payment by June 1, 2009, or upon acceptance if your child(ren) is (are) enrolled after June 1st. If you choose this option and full payment cannot be made by June 1st, please contact the PCS Business Office to arrange a monthly payment plan.

Option 2. _____ Twelve-Month Payment Plan (June-May) through an Electronic Funds Transfer (EFT) to PCS. If you choose this option, you will need to sign the Electronic Funds Transfer Agreement below and return it to PCS with a voided check or savings account deposit slip in order for your child(ren)'s enrollment to be complete. If an email address is provided below you will receive an electronic draft confirmation. EFT's will be processed on the 20th of each month. If the 20th falls on a Saturday, Sunday, or bank holiday, we will process the EFT on the next business day following the 20th. Missed payments will be processed again on the 20th of the next month (along with the regular monthly payment) with the same weekend and holiday rule being applied.

Option 3. _____ Twelve-Month Payment Plan (June-May) paid directly to PCS by check, cash, or money order. A \$150 Annual Service Fee per family is to be paid to PCS upon enrollment or re-enrollment.

Option 4. _____ Full Payment or monthly option by debit or credit card. This option allows the family the flexibility to choose the day of the month that a payment is processed. Log on to PortlandChristian.org and choose the "Same Day Pay" icon. A \$150 PCS Annual Service Fee PER STUDENT, to cover our processing costs, is due upon enrollment or re-enrollment of your child(ren) if this option is chosen.

Parent/Guardian Signature

Date

Electronic Funds Transfer Agreement

I authorize Portland Christian School and my financial institution to automatically deduct from the checking or savings account as shown on my **enclosed voided check or savings account deposit slip** all future payments for my monthly tuition and fee statements. The amount per month will be determined based on my tuition and fee amount. I may cancel this request by contacting Portland Christian School.

Signature is required by an authorized signer on the account chosen:

Checking Account

Savings Account

Date

Please print name of person who signed above.

Email address for EFT confirmation

**Portland Christian School
2009 – 2010 Tuition & Fee Schedule**

Application Fee New Students Only	Grades K – 12	\$75 per student (non-refundable) Due the day of admission testing.
Re-enrollment Deposit Returning Students Only	Grades K – 12 Due March 13, 2009	\$100 per student or \$250 maximum per family (non-refundable)
Registration Book Rental and Class Fees	Grades K – 12	\$500 per student (non-refundable)

Tuition

Grade Level	First Child	Second Child	Third Child
North Campus K – 6	\$3675	\$3600	\$3300
North Campus 7 – 8	\$5175	\$5100	\$4800
East Campus K – 8	\$5175	\$5100	\$4800
North Campus 9 – 12	\$5475	\$5400	\$5100

Pay-In-Full Rate – New Student

Families who pay the tuition, registration, book rental and class fees in full by **Monday, June 1, 2009**, or upon acceptance of their child(ren) will receive a discounted rate of **\$200 per student**. Families who receive tuition assistance are not eligible to receive this rate.

Pay-In-Full Rate – Returning Student

Families who pay the tuition, registration, book rental and class fees in full by **Monday, June 1, 2009**, will receive a discounted rate of **\$300 per student**. Families who receive tuition assistance are not eligible to receive this rate.

NON-REFUNDABLE FEES

Athletic Participation Fee	Grades K – 6 Grades 7 – 12	\$50 each sport per student \$100 each sport per student
Before School Supervision Fee		
East Campus Grades K – 8	7:15 – 7:40 a.m.	\$3 per student
North Campus Grades K – 6	7:15 – 7:40 a.m.	\$3 per student
After School Supervision Fee		
East Campus Grades K – 8	3:30 – 5:30 p.m. After 5:30 p.m.	\$3.25 an hour per student \$5 every 15 min. per student
North Campus Grades K – 12	3:30 – 6:00 p.m. After 6:00 p.m.	\$3.25 an hour per student \$5 every 15 min. per student
Late Payment Fee		
Assessed on past-due balances (30 days late)		\$25 per month
Returned check or missed EFT transaction fee		\$25 per occurrence

Portland Christian School Annual Fund

Students at Portland Christian School receive an excellent educational opportunity – knowledge and wisdom revealed through Biblical truths, classroom instruction and implementation. This is made possible through financial gifts above and beyond tuition. Therefore, a tax-deductible contribution of \$375.00 is needed from each family to help meet the financial goals of the school. We understand that some may be able to give more than \$375.00 and others may not be in a position to make a tax-deductible gift, but are able to participate in fundraisers hosted by the school.

Parents are given the opportunity to contribute toward this goal through participation in the Annual Walk-a-thon, Cookie Dough Sale or other fundraisers that would be designated for the PCS Annual Fund. For example, 100% of all Walk-a-Thon money that is raised by families directly supports the PCS Annual Fund. A family would receive full credit for all money raised through this fundraiser; of the annual Cookie Dough Sale - 50% (our full profit) of the sale amount could be credited toward the Annual Fund.

Tuition Refund Policy

One year's tuition is due if a student withdraws after June 30, 2009. All fees are non-refundable.

Non-discriminatory Policy Statement

Portland Christian School does not discriminate on the basis of race, color, national, or ethnic origin, in the administration of our educational policies, admissions procedures, or school-administered programs. We do, however, reserve the right to deny admission to, or dismiss from the school any individual who cannot benefit by the experience based on past academic achievement or whose personal life style is not in harmony with the stated philosophy and purpose of Portland Christian School, or who, in the opinion of the administration, does not reflect the spirit of the school, whether or not that student has kept all the rules of the school.

Parental Cooperation Statement and Book Agreement

"We understand that attendance at Portland Christian School is a privilege, not a right, and is granted to those students who manifest a desire to live and work as a Bible believing Christian. We do affirm that we believe discipline is necessary for the welfare of each student, as well as for the entire school. We, therefore, expect our child's teachers and/or other agents of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the scriptures, including corporal punishment if deemed necessary by school authorities."

"We understand the standards of conduct of the school and shall read the Parent/Student Handbook which we understand presents the basic standards and regulations. We will cooperate with the school in regard to both its standards and regulations. If we ever find that we cannot accept the disciplinary standards of Portland Christian School we will withdraw our child from the school. In that event, or if, for disciplinary reasons, the school must expel our child, we will forfeit all fees and tuition moneys paid or due."

"We understand our child will be issued textbooks at the beginning of the school year and return them no later than the end of the school year. It is understood that these books will be returned to the school in the same condition as received with normal wear expected. If a book is lost or damaged, it is understood that we will pay for the book in addition to rental fee."

Father's (Guardian's) Signature Date Mother's (Guardian's) Signature Date

Student Agreement (Grades 5 – 12)

I have read the PCS *Parent/Student Handbook*. I agree to conform to the standards established by PCS to the fullest extent. I have never used alcoholic beverages, tobacco products, illegal drugs nor misused controlled substances (prescription drugs) or over-the-counter drugs except as explained below.

Student's Signature _____ Date _____

PORTLAND CHRISTIAN SCHOOL
12610 Taylorsville Road
Louisville, Kentucky 40299
(502) 266-9892

FRIEND RECOMMENDATION FORM
GRADES 5 – 12
CONFIDENTIAL

The following student has applied for admission to Portland Christian School and has given you as a source of reference. Please provide us with the following information.

Student name _____ Grade _____

1. Below are descriptions of behavior. Please indicate that which most nearly describes the applicant according to your knowledge.

- a. Concern for others: Self-centered ___ Generally concerned ___ Actively concerned ___
- b. Responsibility: Unreliable ___ Usually dependable ___ Assumes responsibility ___
- c. Integrity: Not dependable ___ Generally honest ___ Consistently trustworthy ___

	ALWAYS	USUALLY	SOMETIMES	RARELY
d. Is cooperative – enjoys working with others when he can.	_____	_____	_____	_____
e. Is forgiving of other’s faults because he realizes no one is perfect.	_____	_____	_____	_____
f. He does not hold a grudge.	_____	_____	_____	_____
g. Adjusts quickly to unavoidable changes to plans.	_____	_____	_____	_____
h. Is at all times a good sport; or willing to appear to be a good sport.	_____	_____	_____	_____
i. Willingly does his rightful share of work in family or other group situations, or does it even when he would rather not.	_____	_____	_____	_____
j. Accepts responsibility and carries out duties without feeling they are a burden.	_____	_____	_____	_____
k. Does his best; may make mistakes but learns by them; does not dwell on the past.	_____	_____	_____	_____
l. Is content to spend some time alone each day.	_____	_____	_____	_____

- 2. To your knowledge does the applicant attend church services:
Regularly each week ___ Occasionally ___ Seldom ___ Never ___
- 3. Has the applicant ever been in trouble with the law? _____
- 4. Has the applicant been a discipline problem in the community? _____
- 5. Would you consider the applicant an above average person?
Normally _____ Academically _____ In leadership ability _____
- 6. Do you believe the applicant’s personal standards and values are such that he would be an asset to a Christian group? _____
- 7. Do you believe the applicant is in need of help?
Morally _____ Academically _____ Spiritually _____ Other _____
- 8. Do you believe the applicant has ever smoked? _____ Drank alcoholic beverages? _____

Signature _____ Date _____

Address _____ Phone _____

This is confidential information and must be returned by the person completing the form.

PORTLAND CHRISTIAN SCHOOL
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FRIEND RECOMMENDATION FORM
GRADES Kindergarten – 4
CONFIDENTIAL

The following student has applied for admission to Portland Christian School and has given you as a source of reference. Please provide us with the following information.

Student name _____ Grade _____

UNKNOWN	YES	NO	
_____	_____	_____	Applicant is generally well behaved.
_____	_____	_____	Shows interest in church and/or Sunday School.
_____	_____	_____	Applicant has been a discipline problem at home.
_____	_____	_____	Applicant has been a discipline problem at church.
_____	_____	_____	Applicant has been a discipline problem in the community.
_____	_____	_____	Applicant is generally cooperative, plays well with others, and is willing to help others.
_____	_____	_____	Adjusts well to change in plans.
_____	_____	_____	Attends Sunday School regularly.

ADDITIONAL COMMENTS: _____

Signature _____ Date _____

Address _____

_____ Phone _____

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PORTLAND CHRISTIAN SCHOOL
12610 Taylorsville Road
Louisville, Kentucky 40299
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MINISTER RECOMMENDATION FORM

(If a student's parent is the minister of the church, please have an elder or teacher fill out this form.)

GRADES 5 – 12
CONFIDENTIAL

The following student has applied for admission to Portland Christian School and has given you as a source of reference. Please provide us with the following information and any additional comments you may choose to make.

Student name _____ Grade _____

1. Is this applicant a member of the congregation to which you minister? _____
2. Are the parents (guardians) members? _____
3. How often does applicant and parents attend services?

	APPLICANT	PARENT (Guardian)
Regularly	_____	_____
Morning Service Only	_____	_____
Evening Service	_____	_____
Sunday School	_____	_____
Youth Meetings	_____	_____

4. How has the applicant participated in Christian services?
 - a. Assisted in youth activities _____
 - b. Led singing _____
 - c. Made talks _____
 - d. Participated in visiting program _____
 - e. Volunteered for special duties _____
 - f. Other activities _____
5. Do you think that the applicant's personal standards and values are consistent with what a Christian's principles of behavior should be?
6. Do you think that the personal standards and values of the applicant's parents or guardians are consistent with what a Christian's principles of behavior should be?
7. Which of the following do you believe to be true of this applicant? (Check as many as necessary.)
 - a. He/she has personally accepted Jesus Christ as Savior.
 - b. He/she as a Christian shows interest in the things of the Lord and is growing in the Lord.
 - c. He/she will be, in your consideration, an asset to the school's student body.
 - d. He/she has **not** accepted Jesus Christ as Savior.
 - e. He/she shows no interest in the things of the Lord (or little interest).
 - f. It is questionable that he/she would be an asset to the student body.

Signature _____ Date _____

Church Name _____

Church Address _____

Church Telephone Number _____

This is confidential information and must be returned by the person completing the form.

PORTLAND CHRISTIAN SCHOOL
12610 Taylorsville Road
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MINISTER RECOMMENDATION FORM

(If a student's parent is the minister of the church, please have an elder or teacher fill out this form.)

GRADES: Kindergarten – 4
CONFIDENTIAL

The following student has applied for admission to Portland Christian School and has given you as a source of reference. Please provide us with the following information and any additional comments you may choose to make.

Student name _____ Grade _____

1. Are parents (guardians) members of the congregation to which you minister? _____

2. Is the applicant a member? _____

3. How often does applicant and parents attend services?

	PARENTS (Guardians)	APPLICANT
Regularly	_____	_____
Morning Service Only	_____	_____
Evening Service	_____	_____
Sunday School	_____	_____

4. Do you consider the applicant's behavior and values consistent with Christian principles? _____

5. Mark the following, as you believe true:

	PARENTS (Guardians)	APPLICANT
Has personally accepted Christ as Savior.	_____	_____
Shows interest and growth in The Lord and His service.	_____	_____
Will be an asset to the school.	_____	_____

6. Any additional comments you may have will be appreciated. _____

Signature _____ Date _____

Church Name _____

Church Address _____

Church Telephone Number _____

This is confidential information and must be returned by the person completing the form.

