



Dear Parent or Guardian:

Thank you for your interest in Portland Christian School (PCS). 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 & Fees Payment Agreement 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 REQUIRED INFORMATION AND DOCUMENTS

- 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-9) 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 – 9)
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 2010-2011 Tuition & Fees Payment Agreement

NAME(S) OF CHILD(REN) _____

NAME(S) OF PARENT/GUARDIAN _____

Please choose one of the following options, sign the agreement on page 2 and return this form upon acceptance or re-enrollment of your child.

Option 1. _____ Full Payment by June 1, 2010, or upon acceptance if your child(ren) is (are) enrolled after June 1st (see the Tuition & Fee Schedule for discount amounts). If full payment is not made by June 1st you will lose the discount and you must select one of the options below.

Option 2. _____ Semester Payment Plan paid directly to PCS by check, cash, or money order. One half of the total tuition is due three weeks before the first day of each semester. A reminder invoice will be mailed to you before this date.

Option 3. _____ Ten-Month Payment Plan * (June-March) through an Electronic Funds Transfer (EFT) to PCS. If you choose this option, you must sign the Electronic Funds Transfer Agreement on the reverse 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 5th or the 20th of each month, whichever date you choose. If these dates fall on a weekend or a bank holiday the EFT will be processed on the next business day. Please take my tuition payment on the: ___5th ___20th

Option 4. _____ Ten-Month Payment Plan * (June-March) 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. When choosing this option a \$150 PCS Annual Service Fee PER STUDENT, to cover our processing costs, is due upon enrollment or re-enrollment of your child(ren).

* Note: If you are a re-enrolling family and have been on the Twelve-Month payment plan in the past and have never missed or been late on a payment you may request a continuation of the 12 month plan (June-May). The business office will contact you to let you know if your request has been granted.

_____ I would like to request a continuation of the 12-month plan.

<p>PLEASE NOTE: Regardless of the option chosen above every family must be current in their payments on the first day of school in order for their child(ren) to attend.</p>

Please continue to page 2 on the back.

Tuition Policy

- Withdrawals after June 1 but prior to August 1 are subject to the following financial obligation: After June 1 – one month’s tuition is due, after July 1 – two months’ tuition is due.
- One year’s tuition is due if a student withdraws after August 1. This is because the hiring of teachers and staff is based upon anticipated enrollment. Requests for exceptions must be addressed to the Director of Finance, in writing, and will be considered only in extreme circumstances.
- All fees are non-refundable.
- Any family with a past due balance at the end of a semester will **not** be allowed to return the next semester until their account is made current.

Tuition Agreement:

I (We) agree to pay tuition and fees in a timely manner, according to the payment option selected. I (We) have read the Tuition Policies of Portland Christian School and agree to be legally bound by such policies. I (We) affirm that all statements and information provided by me (us) are true.

Print Name

Date

Print Name

Date

Signature

Signature

Relationship to Student(s)

Phone numbers: Home _____ Work _____ Cell _____

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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:

Date

Checking Account

Savings Account

Please print name of person who signed above.

Email address for EFT confirmation

**Portland Christian School
2010 – 2011 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, 2010	\$100 per student (non-refundable) 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 Discount

Families who pay the tuition, registration, book rental and class fees in full by **Monday, June 1, 2010**, or upon acceptance of their child(ren) will receive the following discounts:

New Students - \$200 per student **Returning Students** - \$300 per student

Families who receive tuition assistance are not eligible to receive this discount.

Tuition Assistance

Tuition assistance awards are based on the family's demonstrated need as determined by a third-party agency that makes financial needs assessments for private and Christian schools. Each award is made for one year only and is based on the availability of tuition assistance funds. Please refer to the Tuition Assistance and Other Financial Aid information on the back of this page.

Tuition Policy

- Withdrawals after June 1 but prior to August 1 are subject to the following financial obligation:
After June 1 – one month's tuition is due, after July 1 – two months' tuition is due.
- One year's tuition is due if a student withdraws after August 1. This is because the hiring of teachers and staff is based upon anticipated enrollment. Requests for exceptions must be addressed to the Director of Finance, in writing, and will only be considered in extreme circumstances.
- All fees are non-refundable.
- Any family with a past due balance at the end of a semester will not be allowed to return the next semester until their account is made current.

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

(Continue to page 2 on back.)

Portland Christian School Annual Fund

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

Parents have the opportunity to contribute toward their goal through participation in the Annual Walk-a-thon, Cookie Dough Sale or other fundraisers designated for the PCS Annual Fund. For example, 100% of all Walk-a-Thon money directly supports the PCS Annual Fund. A family would receive 100% credit for all money raised through this fundraiser.

Tuition Assistance and Other Financial Aid

Family Financial Needs Assessment – FFNA

FFNA is the organization we are currently using for the independent assessment of each families financial need. If you wish to apply for tuition assistance you will need to fill out forms either online or you may request paper forms from the school. To fill out forms online go to <http://ffna1.com/> and click on the “Parents Enter Here” button. There are fees associated with this application process, which are paid, online. The school ID# for Portland Christian School is **2160**.

School Choice Scholarships

Students who meet the following criteria may apply for School Choice Scholarships

1. Live in Jefferson County Kentucky
2. Entering grades K-6
3. Eligible for assistance under the Federal Free or Reduced Price Lunch Program

If you are interested in more information please contact the school to receive an application. Families must have their applications for School Choice turned in to their school by April 16.

Education Loans

Various independent organizations offer educational loans to families who want to spread their tuition payments over longer periods. Portland Christian School is not affiliated with these organizations, however we want to let our families know that other financing options are available. Some examples are:

Your Tuition Solution	www.tuitionsolution.com	1-800-920-9777
Wachovia Education Finance	www.wachovia.com	1-800-255-8374
Academic Management Services	www.salliemae.com	1-888-272-5543

Portland Christian School 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 • Fax (502) 263-5489

Friend's Recommendation Form

To The Applicant

Fill out this section completely. Request your friend to complete the form and mail it to the school. The applicant should provide a stamped envelope addressed to the attention of: Admissions at the school address listed above.

Student name _____
Last First Middle Grade

Address _____
P.O. Box/Street City State Zip Phone

To The Friend

The above prospective 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.

Please check the appropriate box for student applicants entering grades Kindergarten – 4.

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

Please check the appropriate box for student applicants entering grades 5 – 12.

Concern for others:	Self-centered <input type="checkbox"/>	Generally concerned <input type="checkbox"/>	Actively concerned <input type="checkbox"/>
Responsibility:	Unreliable <input type="checkbox"/>	Usually dependable <input type="checkbox"/>	Assumes responsibility <input type="checkbox"/>
Integrity:	Not dependable <input type="checkbox"/>	Generally honest <input type="checkbox"/>	Consistently trustworthy <input type="checkbox"/>

	ALWAYS	USUALLY	SOMETIMES	RARELY
Cooperative – enjoys working with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forgiving of other's faults – realizes no one is perfect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not hold a grudge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjusts quickly to unavoidable changes to plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a good sport or willing to appear to be a good sport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts responsibility and carries out duties without feeling they are a burden.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does his/her best; may make mistakes but learns by them; does not dwell on the past.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To your knowledge does the applicant attend church services: Weekly Occasionally Seldom Never

Has the applicant ever been in trouble with the law? _____

Has the applicant been a discipline problem in the community? _____

Would you consider the applicant an above average person? Normally ____ Academically ____ In leadership ability ____

Do you believe the applicant's personal standards and values are such that he would be an asset to a Christian group? ____

Do you believe the applicant is in need of help? Morally ____ Academically ____ Spiritually ____ Other ____

Do you believe the applicant has ever smoked? _____ Drank alcoholic beverages? _____

ADDITIONAL COMMENTS: _____

Signature _____	Date _____
Address _____	Phone _____

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

Portland Christian School

12610 Taylorsville Road • Louisville, Kentucky 40299 • (502) 266-9892 • Fax (502) 263-5489

Minister's Recommendation Form

To The Applicant

Fill out this section completely. Request your minister to complete the form and mail it to the school. The applicant should provide a stamped envelope addressed to the attention of: Admissions at the school address listed above.

Student name _____
Last First Middle Grade

Address _____
P.O. Box/Street City State Zip Phone

To The Minister

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

The above prospective 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.

Is this applicant a member of the congregation to which you minister? Yes No

Are the parents (guardians) members? Yes No

How often does applicant and parents attend services?

	APPLICANT	PARENTS (Guardians)
Regularly	<input type="checkbox"/>	<input type="checkbox"/>
Morning Service Only	<input type="checkbox"/>	<input type="checkbox"/>
Evening Service	<input type="checkbox"/>	<input type="checkbox"/>
Sunday School	<input type="checkbox"/>	<input type="checkbox"/>
Youth Meetings	<input type="checkbox"/>	<input type="checkbox"/>

Does the applicant's speech and conduct consistently exhibit his/her Christian beliefs? Yes No

Comments: _____

Do the parents or guardians personal standards and values exhibit Christian principles of behavior? Yes No

Comments: _____

Mark the following, as you believe true:

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

Has the applicant participated in any of the following Christian services: Assisted in youth activities _____

Led singing _____ Made talks _____ Participated in visiting program _____

Volunteered for special duties _____ Other activities _____

Any additional comments you may have will be appreciated. _____

Signature _____	Date _____
Print Name _____	Position _____
Church Name _____	Phone _____
Church Address _____	_____
P.O. Box/Street	City State Zip
Email: _____	

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

