

EVERGREEN CHRISTIAN SCHOOL
21336 EVERGREEN MILLS RD., LEESBURG, VA 20175

ADMISSIONS PROCESS CHECKLIST

1. APPLICATION

- Before completing the application (one per student), please review the Admissions Requirements, Statement of Faith and Foundational Statements via the school website. Evergreen Christian School utilizes an online admissions application. To apply, please visit the admissions section of the school website: EvergreenChristianSchool.org.
- After submitting the application including the \$100 non-refundable application fee, the Admissions Committee will notify you about your next steps. If the Admissions Committee agrees to move forward with the admissions process, the supplemental documents should be submitted and interviews will be scheduled.

2. SUPPLEMENTAL DOCUMENTS

The following documents can be submitted to the Admissions Office via Step #2 on the Admissions Process page of the ECS website or emailed to Admissions@ECSLoudoun.com in pdf format.

Student Documents

- Copy of birth certificate
- Copy of current immunization record
- Copy of most recent report card
- Copy of SSAT achievement tests - Every applicant is asked to submit SSAT achievement test results. These results must be within one year of the application date. Families can register a student to take the test from home online OR at a test center. Results should be ready within a few days and can then be sent to the school as a pdf.
 - Register at: <https://www.ssat.org/>
 - Home: Available '21 test dates are April 9, 10, 23, 24, 25; May 22, 23; June 4, 5, 6; and July 9, 10, 11.
 - Test Center: Available dates can be found online.

Reference Forms

Pastor/Teachers should submit forms online via Step #2 on the Admissions Process page of ECS website:

- Pastoral Reference Form (Parent/Legal Guardian to send link to online form to church/pastor)
- Confidential English Teacher Evaluation Form (Parent/Legal Guardian to send link to online form to teacher)
- Confidential Math Teacher Evaluation Form (Parent/Legal Guardian to send link to online form to teacher)

3. INTERVIEW

The Admissions Office will contact you to schedule a parent interview and a student interview once all requirements have been met. Both parents/legal guardians and student(s) are required to meet with administrators.

4. ADMISSIONS DECISION

Families will be informed of acceptance or denial of admission after the Admissions Committee reviews all information. If accepted, a parent/legal guardian contract will be issued, and the student fee will be due at that time. Parents/Legal Guardians will then be asked to choose a tuition payment plan.