

Admissions Process

- **Step 1: Application**
 - Application (One per student)
 - Student Application (students entering 7th-12th Grades)
 - A copy of the student's birth certificate
 - A copy of the student's recent report card (students entering 1st-12th Grades)
 - Copy of unofficial transcript (students entering 9th through 12th Grades)
 - Pastoral Reference
(One per family. **This form must be sent to us by your church**)
 - Non-refundable application fee (\$250.00 per student, up to \$500 family cap)
 - Completed Records Request form
(1st-12th Grades, we submit to previous school upon acceptance)
- **Return all the above to:**
Office of Admissions, 7474 Morris Road, Fairfield, Ohio 45011
- **Step 2:** An Admissions Test will be administered to all students Kindergarten-12th Grade.
 - The Administrative Assistant to the Elementary Principal will call to schedule testing for all students Kindergarten through 6th Grade. Kindergarten testing is held on one Saturday in April and May then as needed throughout the year.
 - The Admissions office will call to schedule testing for all students 7th through 12th Grades. Results of the test and other academic criteria will be evaluated to determine the student's eligibility for acceptance. This information will also be used for class placement.
- **Step 3: Interview**
 - Preschool – 6th Grade: You will be contacted to schedule your interview with the Elementary Principal. For Elementary students, the interview is with parents only.
 - 7th – 12th Grades: You will be contacted to schedule your interview with the Junior/Senior High Principal; this interview is with parents and students. The purpose of the interview is to discuss expectations regarding conduct, academics, and spiritual life at Cincinnati Christian Schools.
- **Step 4: After Acceptance**
 - You will receive an acceptance packet from the Admissions Office which includes a Tuition Payment Preference form. Please complete this form and return it to the Business Office with a voided check.
 - 7th – 12th Grade Students – Upon acceptance, the student will receive scheduling information from the Guidance Counselor.
 - Contact your local school district to schedule transportation, if necessary.

Kindergarten

- Prospective Kindergarten students must be 5 years old by September 1st.
- All prospective Kindergarten students will be administered the “KDI” (Kindergarten Diagnostic Instrument).
- Should this test indicate that a prospective Kindergarten student requires further development; the Elementary Principal may recommend enrolling in the Transitional Kindergarten program.

Preschool & Transitional Kindergarten

- No testing is necessary for admittance into the Preschool or Transitional Kindergarten classes.
- Preschool children must be 3 or 4 years old by September 1st and toilet trained.
- Transitional Kindergarten children must be 4 or 5 years old by September 1st.

Deadlines

Filing deadline for financial aid or participation in the work program is April 30th or until budgeted funds have been exhausted or the work program has been fully staffed. After reviewing all applications, financial aid will be awarded beginning in May.

Application Checklist

- Application (One per student - completed and signed)
- Student Application (7th-12th Grades)
- A copy of the student’s birth certificate
- A copy of the student’s most recent report card (1st-12th Grades)
- Pastoral Reference (one per family, **sent to us directly from church**)
- Completed Records Request Form (1st-12th Grades)
We submit to previous school upon acceptance
- Application Fee - \$250.00 per student with a maximum enrollment fee per family of \$500 (non-refundable)

All of the above must be returned to the Office of Admissions, 7474 Morris Road, Fairfield, Ohio 45011. You may mail it to us or drop it off at either campus; office hours are 7:30 a.m. to 4:00 p.m. at the Elementary Campus, 7:00 a.m. to 3:30 p.m. at the Junior/Senior High Campus. Applications will not be processed until everything has been received.