![Bradford Christian Academy — Excellence in College Preparatory Education]

2017–2018 Academic Year
Admission Process and Instructions

Bradford Christian Academy welcomes your application. Please read the following steps carefully before returning the completed application materials. Applications are being accepted on a rolling admissions basis. To be considered for the first round of decisions that will be announced on February 15, 2017, the application packet should be completed and sent to BCA, postmarked by December 31, 2016. Applications received after this deadline will be reviewed and decided upon by the 30th of the month following receipt.

Step One: Online Application

The online application can be found on our website at Bradfordchristianacademy.org/admissions-materials.

1. Application for Admissions
2. Application Fee: *Application fees may be paid on our website payment page or by mail. Non-refundable application fees are $50 (U.S.) or $150 (international students).*
3. Statement of Faith
4. Student Profile: *Completed by the student.*
5. Parent/Guardian Statement

Step Two: Records, Evaluations and Recommendations

1. Authorization to Release Student Records
Print and submit the completed Authorization to Release Student Records form to your student's current school. Please also submit a signed copy to the Admissions Department for your student's file.

2. **Evaluation(s)**: Please print and deliver the evaluation form(s) to the recommending teacher(s) with a stamped envelope addressed to: Bradford Christian Academy, Admissions Department, 97 Oxford Avenue, Haverhill, MA 01835.

Students applying for Grades 1-4 need one teacher evaluation form.
- Teacher Evaluation (Grades1-2)
- Teacher Evaluation (Grades 3-4)

Students applying for Grades 5-12 need two teacher evaluation forms.
- Math Teacher Evaluation (Grades 5-12)
- English Teacher Evaluation (Grades 5-12)

3. Personal Recommendation: All applicants need one personal recommendation. The link to the recommendation may be emailed to the recommending non-family adult. It can be submitted directly to the Admissions Department using this link: Bradfordchristianacademy.org/personal-recommendation

The recommendation can also be downloaded as a PDF from the website and given to the recommending person to mail to Bradford Christian Academy.

4. **Records**: Submit copies of **2 years** of student report cards and **2 years** of standardized tests administered by the current school. Please also submit any educational evaluations, IEPs, or 504 plans from the existing school.

Step Three: Entrance Examination

Once Bradford Christian Academy has your complete application, our Admissions Coordinator will call you to schedule next steps.

- Applicants entering Grades 1-4 participate in an entrance screening assessment at the time of interview.
- Applicants entering Grades 5-8 take a written examination which is proctored on our campus one to two times per month.
- Applicants entering Grades 9-12 submit results from the SSAT (Secondary School Admissions Test) or the High School Placement Test (HSPT).
- SLEP or TOEFL test results must be submitted in addition to any other standardized test available.

Step Four: Interview

After receiving your completed application packet and complete testing results, a member of the Admissions Staff will contact you to arrange an interview within two weeks of testing. All applicants for Grades 1-12 participate in the interview process. This is an opportunity for BCA staff to get to know the applicant. Applicants are encouraged to ask questions to learn more about our school and our programs.

Step Five: Enrollment and Registration

Within two weeks of complete application and interview, BCA will send an Admissions Response Letter. If a student is accepted, BCA will send an Acceptance Letter and Enrollment Agreement. A $500 non-refundable enrollment fee (applicable toward tuition) is due per student with the

Enrollment Agreement. Once BCA receives the Enrollment Agreement, we will send out a registration packet for the parent to complete and return.