

Is your child entering 9<sup>th</sup> grade from another school? Here are the steps towards admission into Timothy Christian High School.

1. Complete the application and the admission data form.
2. Submit the pastor's form to your church for completion.
  - To mail, send to: Ann Raley, Admissions Coordinator, Timothy Christian High School, 1061 S. Prospect, Elmhurst, IL 60126
  - To fax: send to: Ann Raley, Admissions Coordinator, Timothy Christian High School, 630-833-9821.
  - To email: scan and send to [raleym@timothychristian.com](mailto:raleym@timothychristian.com)
3. Include payment of the application fee.
4. Submit a copy of your child's June report cards from 7<sup>th</sup> and 8<sup>th</sup> grades.
5. Submit a copy of your child's standardized test scores from 7<sup>th</sup> and 8<sup>th</sup> grades (Iowa, CAT, ISAT, Stanford, etc.).
6. Once you have received from us an attendance/discipline form and a release of record form, sign the release and submit both forms to your child's current school. We will follow up quickly with the school regarding any questions we may have after receiving and reviewing this information, which includes full disclosure of your child's attendance and discipline history for 7<sup>th</sup> and 8<sup>th</sup> grades. Your child's school will return this report directly to us.
7. Await a phone call from the high school office to schedule an appointment with the counseling director and registrar. This time is used to get to know you and your child a little better, to follow up on any questions you or we may have, and to discuss the high school curriculum, especially as it pertains to your child.
8. Pending academic acceptance, you will be asked to register your child for one of the spring placement test dates on Saturday mornings—fee is \$20. There may also be a parent interview.

*If your child has **special needs** (such as those documented on an IEP or 504 Plan, please include this information also in your application packet. If, as a result of your child's special needs, (s)he has been **hospitalized**, please sign a release form with your child's psychologist/counselor, etc. It is our experience that these application files typically take longer to review.*