

# **Admission Process at West Memphis Christian School**

The following are the basic steps required for admission to WMCS:

1. Complete and return the application form.
2. Complete and return the Records Release Form
3. Provide West Memphis Christian School with the following:
  - a current shot record
  - pertinent medical information including a current physical form if your child will participate in athletics
  - proof of medical insurance
  - Copy of a registered birth certificate and social security card
4. Provide the school with the name, address, and phone number of two references:
  - An adult who knows your child well
  - A minister, youth minister, or Sunday school teacher from the church where you attend
  - A recent school teacher, principal, or counselor from your most recent school
5. Schedule a personal interview. At least one parent must be present with the student during the interview.
6. Provide the school with a current standardized achievement test score and a transcript of work completed. If no test is available for the previous year, WMCS reserves the right to administer an admissions exam to determine placement.  
The student must have a 2.0 GPA and be in good standing with his/her previous school.  
The student must be eligible to return to the former school.
7. Complete the above-mentioned entrance exam (if applicable).
8. The administration will contact applicants concerning their admission status to WMCS.
9. All approved applicants will be admitted based on available openings in the desired grade.
10. Pay the appropriate registration fee which is non-refundable (see fees listed on bottom of Requirements for Admissions information page).

As you complete your application, keep in mind that our concern is for the happiness, success, and development of your child. Our teachers, administrators, and programs all work together to provide a safe, pleasant environment where your child's character will develop and mature. Your involvement in Christian education is an investment in your child's future and will pay eternal dividends.

# Application Instructions

## Requirements for admission to WMCS

### Pre-Kindergarten/Kindergarten

Pre-K applicants must be four before August 15<sup>th</sup> and Kindergarten applicants must be five before August 15<sup>th</sup> .

It is helpful for applicants who have attended a previous pre-school, daycare, or Mother's Day Out program to turn in evaluations of their experience in those programs.

### Grades 1-12

Applicants must supply copies of the most current report card from the last attended schools equaling one calendar school year. These reports should include both academic and conduct information.

Applicants must have C/Satisfactory averages or better in academics and conduct areas on the report card.

Applicants must have satisfactory attendance records for the previous year.

Applicants must be in good standing with the previous school (s).

All new students are on probation for one year. Students must have a C/Satisfactory average or better in academic and conduct areas as well as satisfactory attendance records to enroll the following year.

## Registration Fee

This fee is only for the purposes of enrollment. The enrollment process will not be completed until all the above admission requirements have been fulfilled and the enrollment form and the enrollment fee have been submitted.

Pre-Kindergarten fee- \$150

(This fee is waived for families subject to the annual grades K-12 fee)

Grades K-12 fee- \$350 prior to or by May 31<sup>st</sup>

\$500 after May 31<sup>st</sup>

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## Nondiscriminatory Admissions Policy

West Memphis Christian School admits students of any race, color, and national or ethnic origin.

# Application to West Memphis Christian School

1101 N. Missouri – West Memphis, AR 72301 Admin. Office & Jr./Sr. 870-400-4000 – Elem. 870-735-0642

Email [mpike@wmcs.com](mailto:mpike@wmcs.com) , [imosley@wmcs.com](mailto:imosley@wmcs.com) , [rsmithers@wmcs.com](mailto:rsmithers@wmcs.com)

Which tuition schedule would you prefer?  12 mo.  Semester  Annual

How did you find out about WMCS? Referred by WMCS Family \_\_\_\_\_

Attended WMCS Local Realtor \_\_\_\_\_ Internet Advertising

Chamber of Commerce Newspaper Articles Other \_\_\_\_\_

## A. Mailing and Billing Address for Responsible Party

(circle) Ms. Mr.

Mr. & Mrs. \_\_\_\_\_  
Name

Address \_\_\_\_\_  
Street

City State Zip

Relationship to Child(ren) \_\_\_\_\_

With whom does student(s) live? \_\_\_\_\_

Parents are:  Married  Divorced  
 Separated  Single  Widow

## B. Permanent Record Information

Father's Name \_\_\_\_\_

Address \_\_\_\_\_  
(if different from Section A) Street

City State Zip

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer \_\_\_\_\_

Position \_\_\_\_\_

Religious Preference \_\_\_\_\_

Church affiliation \_\_\_\_\_

WMC Alum?  No.  Yes, Class of \_\_\_\_\_

Mother's Name \_\_\_\_\_

Address \_\_\_\_\_  
(if different from Section A and Father's) Street

City State Zip

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer \_\_\_\_\_

Position \_\_\_\_\_

Religious Preference \_\_\_\_\_

Church affiliation \_\_\_\_\_

WMC Alum?  No.  Yes, Class of \_\_\_\_\_

## C. Student Information

*\*Begin with oldest child first*

\*Applicant's Name \_\_\_\_\_

First Middle Last Preferred Name

Male  Female Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Entering \_\_\_\_\_ School Year Admission Desired \_\_\_\_\_

\*Applicant's Name \_\_\_\_\_

First Middle Last Preferred Name

Male  Female Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Entering \_\_\_\_\_ School Year Admission Desired \_\_\_\_\_

\*Applicant's Name \_\_\_\_\_

First Middle Last Preferred Name

Male  Female Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Entering \_\_\_\_\_ School Year Admission Desired \_\_\_\_\_

\*Applicant's Name \_\_\_\_\_

First Middle Last Preferred Name

Male  Female Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Entering \_\_\_\_\_ School Year Admission Desired \_\_\_\_\_

FOR OFFICE USE ONLY – Date Application Received \_\_\_\_\_ \$ \_\_\_\_\_ App. Fee Pd. Check # \_\_\_\_\_ Cash \_\_\_\_\_

PLEASE TURN OVER TO COMPLETE APPLICATION

## ADDITIONAL INFORMATION

PLEASE PROVIDE US WITH AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE

Grandparents Names (Father's side) \_\_\_\_\_

Grandparent Address: \_\_\_\_\_  
*Address* *City* *State* *Zip*

Grandparent email address \_\_\_\_\_

Grandparent phone number \_\_\_\_\_

Grandparents Names (Mother's side) \_\_\_\_\_

Grandparent Address: \_\_\_\_\_  
*Address* *City* *State* *Zip*

Grandparent email address \_\_\_\_\_

Grandparent phone number \_\_\_\_\_

*We like to send grandparents newsletters, invitations to special events, and congratulatory letters on their grandchildren's successes and achievements.*

**WEST MEMPHIS CHRISTIAN SCHOOL**  
**REQUEST FOR CONFIDENTIAL RECORDS**

**To Parent of Applicant:**

Please print or type the authorization below and return this form to the admissions office with the completed application.

**Authorization of Release for Educational Records**

Student's Name	Birth Date	Grade
Most recent School Attended	School's phone / fax number	
Mailing Address		
City	State	Zip Code

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**TO PRINCIPAL OR GUIDANCE COUNSELOR:**

We would appreciate you promptly sending the following documents:

- Dates of enrollment and withdrawal
- Copies of Birth Certificate and Social Security Card
- Health and immunization records
- Transcript and latest grades
- Standardized Test Results
- Withdrawal grades (if applicable)
- Any special testing results or placement in special programs

**Please mail to:**

**WMCS Elementary 1600 N. Missouri St. West Memphis, AR 72301 OR Fax: 870-732-4363**

