

HERITAGE CHRISTIAN ACADEMY

Admission Application Checklist

HCA 2290 Old Tyler Road • Hoover, AL 35226 • (205) 978-6001 • Fax: (205) 978-9120 • hcachristian.org

Important Registration Information

- K3 - K5 students must be their respective ages on or before September 1. First grade students must be six years old on or before September 1.
- Students who have been expelled or withdrawn from other schools for disciplinary or academic reasons will not be considered for admission to Heritage Christian Academy (HCA).
- The school does not replace the home or the church. All three should be complementary, which means that home, school, and church should be in agreement with Biblical philosophy and teaching. Therefore, the school partners with Bible believing, Christ honoring parents in the education of their children. It is a requirement that at least one parent has personally received Jesus Christ as Savior and Lord.
- Read the Profile and Statement of Faith for HCA.

Step 1 -Application Information

The parents must complete and submit the following forms along with the non-refundable Application Fee. The school will notify the parents when the file is completed.

- Admission Application and Application Fee
- Statement of Cooperation
- Permission for Release of Records (grades 1-12)
- School Administrator Recommendation Form (grades 1-12)
- School Teacher Recommendation Form (grades 1-12)
- Student Questionnaire (grades 6 -12)
- Copy of transcript or report cards and standardized test results. Upon acceptance HCA will send for the official documents, on the basis of a signed Permission For Release Of Records form.
- Copy of birth certificate
- Copy of Immunization Form

Step 2 - Testing: Academic testing may be required for acceptance to 1st through 9th grades. The tests are scheduled as needed to expedite the application process.

Step 3 - Formal Interview: The parents and students will interview with a member of school leadership. Interviews will be scheduled when the application file is complete.

Step 4 - Notification of Decision: After the interview, the application file is reviewed by the Admission Committee. Upon receipt of an initial acceptance letter, the parents must sign and return the letter – admission is still conditional until final acceptance process is complete. A final evaluation of grades and discipline will be required if accepted before the current school year is complete.

Step 5 - Post Acceptance Requirements

- Meet with Finance Manager to finalize family account
- Submit Original Immunization Form (Blue Form)

HERITAGE CHRISTIAN ACADEMY

Tuition and Fee Schedule

2018 – 2019

Tuition

	Oldest Child Full-Year	Second Child Full-Year	Third Child Full-Year
High School (Grades 9-12)	\$8200	\$7900	\$7700
Middle School (Grades 7-8)	\$7610	\$7310	\$7110
Elementary (Grades 1-6)	\$6700	\$6400	\$6200
Kindergarten	\$5910	\$5710	\$5510
Preschool K3/K4	\$5610	\$5410	\$5310
Preschool K3/K4 (Half Day)	\$3890	\$3790	\$3690

Early and After School Care Rates

Grades	Hours	Rate
K3 – 6 th	6:50 am – 7:20 am	\$10 per week (regardless of days used)
K3 – 6 th	3:00 pm – 6:00 pm	\$10 per session

Capital Improvement Fee is \$420 for each family.

New Student Application Fee is a non-refundable application fee that accompanies each new student application and is a one-time fee for continuously enrolled students. This fee applies to the first two children in a family.

1st – 12th Grades	\$475 per student
Preschool & Kindergarten	\$200 per student

Returning Student

Continuous Enrollment Fee is a non-refundable down payment that is required for every returning student and will be billed to accounts on March 1. This fee applies to the first two children in a family.

1st – 12th Grades	\$300 per student
Preschool & Kindergarten	\$100 per student

After March 1, families that have not submitted their Continuous Enrollment Agreement will be subject to New Student Application Fees.

Heritage Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color national and ethnic origin in administration of its educational policies, tuition assistance and athletic and other school-administered programs.

HERITAGE CHRISTIAN ACADEMY

Statement of Faith

HCA 2290 Old Tyler Road • Hoover, AL 35226 • (205) 978-6001 • Fax: (205) 978-9120 • hcahristian.org

The Bible, consisting of the sixty-six books of the Old and New Testaments, is the inerrant and complete Word of God, and is the final authority in all matters of faith and practice. (II Timothy 3:16-17; II Peter 1:20-21; Romans 16:25-26)

There is one God, eternally existing in three Persons: Father, Son, and Holy Spirit. (I John 5:7; Matthew 28:19; Luke 3:21-22)

The Lord Jesus Christ is the only begotten Son of God, conceived by the Holy Spirit, born of the virgin Mary and is true God and true man. (Luke 1:30-35; John 3:16; Philippians 2:5-11)

Man was created in the image of God; he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God. (Genesis 1:26-27; 3:6-19; Romans 3:10-23; 6:23; Galatians 3:22)

The Lord Jesus Christ died as a substitution and complete sacrifice for the sins of the whole world and only those who believe in Him are saved, and this on the basis of His shed blood. (Romans 3:24-28; 5:8-10; I Timothy 2:5-6; I John 2:1-2)

The Lord Jesus Christ arose from the dead in a glorified body; He ascended into Heaven and is now exalted at the right hand of God. (John 20:1-29; Acts 1:9-11; Ephesians 1:20-23)

The Lord Jesus Christ will physically return to earth again. He will establish His Kingdom and rule eternally. (Acts 1:11; I Corinthians 15:51-58; II Peter 3:1-13; Revelation 20:1-6)

Both the believer and the unbeliever will be resurrected bodily in their own order: the believer to everlasting joy, the unbeliever to everlasting punishment. (I Corinthians 15:1-50; I Thessalonians 4:13-18; Revelation 20:11-15)

Salvation is by grace alone through faith in Jesus Christ. (Romans 3:24-28; Ephesians 2:8-10; Galatians 2:16)

The Church is the Body of Christ, composed of all who acknowledge Jesus Christ as Lord and Savior. (Acts 2:1-47; Romans 12:1-8; I Corinthians 12:1-31)

The Great Commission was given to the Church and the task of world evangelism is the mission of the Church today. (Matthew 28:18-20; Romans 10:9-17; Ephesians 4:7-16)

HERITAGE CHRISTIAN ACADEMY

School Profile

HCA 2290 Old Tyler Road • Hoover, AL 35226 • (205) 978-6001 • Fax: (205) 978-9120 • hcachristian.org

The School:

Heritage Christian Academy (HCA) is an independent, community Christian school serving grades K3 through 12. The school, founded in 1974, is fully accredited by AdvancEd, formerly known as Southern Association of Colleges and Schools and is a member of the Association of Christian Schools International. The school provides a strong academic program with a Biblical worldview.

Mission Statement:

To assist Christian parents in their responsibility to equip their children for life through academics and service to Christ.

Core Values Statement:

We exist to equip and empower young champions for Christ - young men and women who will be change agents for the Kingdom of God - through service to the entire Birmingham Metropolitan area and our larger global community.

The Community:

The school is located in Hoover, Alabama. Our families commute from the Birmingham Metropolitan area, including Jefferson and Shelby counties. Our school community is comprised of students from over 100 churches and congregations.

The Faculty:

The faculty is composed of committed Christians who hold degrees in their field of study and believe they have been called to serve the Christian school. Most of our teachers, are state certified and are certified through the Association of Christian Schools International (ACSI).

The Students:

HCA consists of approximately 200 students, ranging from K3 to 12th grade. Students have the opportunity to explore and develop their talents in academics, arts and athletics. Students are admitted on the basis of a completed application, minimum GPA requirements, discipline standards, one parent who is a devoted follower of Jesus Christ, and an interview with school leadership.

Lower School:

The lower school consists of the kindergarten program of K3 – K5 and elementary program of 1st – 6th grades. A half day program is offered for K3 and K4. The K3 – 2nd grade primarily use ABeka curriculum with a strong emphasis on reading and phonics. The 3rd – 6th grades use

various curricula with a focus on math, history, science, language and Bible. All lower school students participate in art, music and physical education. Band is offered in 5th and 6th grades.

Upper School:

The upper school consists of middle school (7th - 8th grades) and high school (9th -12th grades). The core curriculum consists of Bible, English, math, science, and social studies. Electives include Spanish, art, band, choir, theatre, computer, leadership, yearbook, robotics, money management, as well as other electives.

Grading Scale:	A	90 – 100	C	70 – 79
	B	80 – 89	D	60 – 69

AP / Honors Courses:

Instruction on a college level (Advanced Placement) is available for students as a Dual Enrollment in English is available for 11th and 12th grades, Calculus, Biology and U.S. History. Honors courses are available in English, Science, and Math.

Grade Point Average:

Students are required to maintain a minimum GPA of 2.5. Grades earned during 9th – 12th grades are included in a cumulative GPA. Honors and D.E. courses are worth an additional .5 GPA quality point and Advanced Placement courses are worth an additional 1 GPA quality point.

Activities / Clubs:

The arts department includes Visual Art and Performing Arts including: concert choir, concert band, and theatre. School clubs include Student Government Association, National Honor Society and Mu Alpha Theta. Class officers are elected for 7th – 12th grades.

Athletics:

HCA is a member of the Alabama High School Athletic Association (AHSAA) and is class 1-A. Boys' sports include: basketball, baseball, cross-country, golf, soccer, and track. Girls' sports include basketball, cheerleading, cross-country, golf, volleyball, soccer, and softball.

Graduation Requirements:

Two diploma plans are available: College Preparatory Diploma (25 required credits with a minimum 2.5 GPA) and College Preparatory with Honors Diploma (26 required credits, including four honors courses and one AP course, with a minimum 3.5 GPA).

Graduating Classes:

On average, 95% of Heritage Christian Academy graduates attend college and many receive scholarships. In the last graduating class, approximately \$1 million in scholarship money was offered to the students. Several of our graduates over the years have been National Merit Scholars. See the list below of colleges that HCA graduates have attended.

Colleges and Universities:

Alabama State University	Mississippi College
Asbury College	Mississippi State University
Atlanta Christian College	Moorehead College
Auburn University	North Carolina State University
Berry College	Pensacola Christian College
Belhaven University	Purdue University
Belmont University	Samford University
Bevill State Community College	Shelton State Community College
Birmingham-Southern College	Shorter University
Brenau University	Southeastern Bible College
Bryan College	Southern Union Community College
Cedarville University	Stillman College
Columbia International	Taylor University
Covenant College	Tennessee Temple
Emory University	Texas Christian University
Faulkner University	Toccoa Falls College
Georgetown University	Troy University
Grove City College	US Naval Academy
Huntingdon College	University of Alabama
Jacksonville State University	University of Alabama at Birmingham
Jefferson State Community College	University of Alabama at Huntsville
John Brown University	University of Central Florida
Judson College	University of Hawaii
King's College	University of Minnesota
Lee University	University of Mobile
LeTourneau University	University of Montevallo
Liberty University	University of North Alabama
Louisiana State University	University of Oklahoma
Malone University	University of South Alabama
Master's College	University of West Georgia
Millsaps College	Vanderbilt University

HERITAGE CHRISTIAN ACADEMY

Admission Application

2018 – 2019

HCA 2290 Old Tyler Road • Hoover, AL 35226 (205) 978-6001 • Fax: (205) 978-9120 • hcachristian.org

Date: _____

STUDENT BIOGRAPHICAL INFORMATION

Student Name _____
Last First Middle Preferred Name

Date Of Birth (mm/dd/yy) _____ Male Female

Grade To Enter _____ School District In Which Student Resides _____

Address Where Student Lives _____
Street City State Zip

Student Lives With: Father Mother Other Who Has Legal Custody Of This Student? _____

Parent's Marital Status: Married Divorced Widowed Single

Names and ages of siblings, if any _____

**Attach
Student's
Photo**

FAMILY INFORMATION

Father's Name _____ Email Address _____

Address _____

Occupation _____ Employer _____

Home phone _____ Cell Phone _____ Work phone _____

Do not contact

Mother's Name _____ Email Address _____

Address _____

Occupation _____ Employer _____

Home phone _____ Cell Phone _____ Work phone _____

Do not contact

Check if above information is completed by a guardian

Father – Have you personally received Jesus Christ as your Savior and Lord? Yes No
Have you read and can you support the Statement of Faith of the school? Yes No
The church you attend: _____

Mother – Have you personally received Jesus Christ as your Savior and Lord? Yes No
Have you read and can you support the Statement of Faith of the school? Yes No
The church you attend: _____

On page 4, please state briefly how and when you received Christ as your personal Savior and Lord, as well as His meaning in your life. A written testimony is required from at least one parent.

GRANDPARENT INFORMATION

MATERNAL

Full Name _____

Address _____

Phone _____
Email _____

PATERNAL

Full Name _____

Address _____

Phone _____
Email _____

STUDENT ACADEMIC INFORMATION

1. List schools previously attended

Current School _____ Grade Levels _____ Year(s) _____
Address _____

Prior School _____ Grade Levels _____ Year(s) _____
Address _____

Other Schools Attended

Name of School _____ Grade Levels _____ Year(s) _____

Name of School _____ Grade Levels _____ Year(s) _____

2. Has your child repeated a grade? Yes No

Has your child received tutoring? Yes No

Has your child been in gifted or accelerated classes? Yes No

If an above answer is "yes," please explain _____

3. Has your child been suspended or removed from any school? Yes No

If "yes," please give an explanation including the date of the event _____

4. How would you describe your child's attitude toward school? _____

5. Does your child have a history of a physical, mental, or emotional condition, or been diagnosed with learning difficulty, which will require special attention at Heritage Christian Academy?

Yes No If "yes," please explain and include copies of all reports _____

6. Does your child have an Individualized Education Program (IEP)? _____

OTHER

1. Why do you want your child to attend Heritage Christian Academy? _____

2. How did you hear about our school? If it was a current school family, please give their name. _____

PERMISSION

Media Waiver: I grant Heritage Christian Academy’s permission to use my child’s image and/or name in digital and print marketing communications including but not limited to HCA’s website, social media, e-newsletters, press releases, brochures, and magazines.

- Granted Not Granted Photo Only (No Name) Name Only (No Photo)

In the event that my child becomes ill or is injured while under school supervision, I approve the school authorities taking the following steps in the following order:

1. Contact a parent or legal guardian of the student and follow his or her instructions.
2. In the event of an emergency when neither parent nor legal guardian can be reached immediately, the school authorities are hereby authorized to use their best judgment in contacting a properly licensed physician or in transporting my child to the nearest clinic or hospital for consultation and/or treatment. Such transporting is to be done either by school provided transportation, or if school officials deem it wise, by ambulance.

If in the opinion of a properly licensed and practicing physician, my child needs medical or surgical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint, and empower the Headmaster or his designated representative to furnish on my behalf such written or verbal authorization as may be required.

Furthermore, I release the Headmaster or his designated representative, Heritage Christian Academy and the Heritage Christian Academy School Board from any liability which might arise from the giving of such authorization. It is my desire that my child be furnished with such medical or surgical services as soon as possible after the need arises.

Parent/Legal Guardian Signature

Date

EMERGENCY CONTACT INFORMATION (other than Parent/Guardian):

Responsible party to contact if Parent/Guardian cannot be reached:

Adult's Name _____ Phone (h) _____ (w) _____ (c) _____

Adult's Name _____ Phone (h) _____ (w) _____ (c) _____

Name of Child's Physician _____ Telephone _____

List of Authorized Persons to Pick up:

Authorized person to pick up student:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

I certify that I have answered the above questions honestly and completely and have not withheld information the Admissions Committee should know about my child.

Signature

Date

Signature

Date

It is and shall be the policy of Heritage Christian Academy, in the admission of students, hiring of employees, administration of educational policies or other functions, not to discriminate on the basis of the applicant's race, color, sex, or national or ethnic origin.

CONTINUOUS ENROLLMENT AGREEMENT

In consideration of the acceptance of this Continuous Enrollment Agreement by Heritage Christian Academy (HCA), the parent or legal guardian (hereinafter “the Responsible Party”) agrees with HCA as follows:

Policy Acknowledgment: The Responsible Party agrees to accept the rules and policies of HCA, including, but not limited to, the Statement of Faith, the Statement of Cooperation, the Parent-Student Handbook, and the Tuition and Fee Policy. The rules and policies of the school may be revised at any time and will be adequately communicated to school families when the revisions occur. Families agree to abide by these periodic revisions as long as their children remain enrolled in the school. The parent agrees to the policy that student transcripts will not be released to other institutions unless the student’s account is paid in full. This agreement supersedes any previous enrollment agreement.

Continuous Enrollment: This agreement secures the continuous enrollment at HCA of the student listed above from the date of this agreement through graduation from HCA. The student will not need to be re-enrolled each year; HCA assumes the student will be returning unless notified otherwise. Other than graduation, this enrollment agreement will end upon 1) the notification by the family of the withdrawal of the student as described in the Tuition Policy, or 2) the removal of the student from enrollment by the school for financial, disciplinary, academic, or other reasons at the discretion of the school administration.

Tuition and Fees Policy: This agreement represents the final step in the admissions process for new registration and Continuous Enrollment. Admission and acceptance of your child into HCA will be confirmed only after receipt in the Business Office of a completed and signed Financial Agreement. By signing this agreement, you will acknowledge receipt and understanding of the school’s financial agreement as outlined. This agreement will be in effect upon acceptance of student(s) into Heritage Christian Academy.

1. HCA has partnered with Smart Tuition to manage your child’s tuition account. Enrollment in Smart Tuition is mandatory, and you will be billed an annual administrative charge of \$50.00 as part of the first billing in June.
2. Payment options for Tuition, Capital Improvement Fees and Academic related fees vary based on the payment term you choose. Payments will be billed the 1st of the month and due the 5th of the month.

Payment terms and options through Smart Tuition are as follows:

- a. Annual Payment Term: Payment may be made by bank draft, check, debit, or credit card. This is due on or before June 5, 2018 or at time of admission if after June 5th.
 - b. Semi-Annual Payment Term: Payment may be made by bank draft, check, debit, or credit card. First payment is due on or before June 5, 2018 or at time of admission if after June 5th. The second payment is due on or before December 5, 2018.
 - c. Quarterly Payment Term: Payment may be made by bank draft, check, debit, or credit card. First payment is due on or before June 5, 2018 or at time of admission if after June 5th. The other 3 payments will be due on or before September 5, 2018, December 5, 2018 and March 5, 2019.
 - d. Monthly Payment Term: Payment by bank draft or credit card only. This is due on or before the fifth of each month beginning June 5, 2018 and ending May 5, 2019.
3. Payments for extracurricular activities fees are to be paid to HCA by cash or check as part of the activity registration.
 4. All tuition payments and fees are due on the first day of the month. A service charge of \$40.00 will be assessed by Smart Tuition if payments are not made by the due date or you are carrying an outstanding balance.
 5. Tuition that is more than 60 days in arrears will result in the student not being allowed to attend classes until that amount is paid or until payment plan arrangements are made with the Business Office. In addition, fees that are more than 60 days in arrears will result in the student not being allowed to participate in the extracurricular activities until that amount is paid or until payment arrangements are made.

6. There will be a charge of \$25.00 for any check or bank draft returned due to non-sufficient funds (NSF).
7. No student may start the new school year if tuition and fees have not been paid in full for the previous school year or an acceptable payment plan has been approved by the HCA Board of Directors.
8. In case of withdrawal from HCA, the 2018-2019 tuition for the full academic year is due if withdrawal occurs after May 31, 2018. Account balance must be paid in full to ensure release of report cards, records, and transcripts. Should an account result in non-compliance to previous agreements, collection fees for attorneys and court costs will be the responsibility of the below named Responsible Party and Spouse.
9. A processing fee of 3.5% of the total payment will be added to all credit card transactions.

Immunization Policy: In order to ensure the health of all our students, it is necessary that each student receive all immunizations required by law. It is also required that the school be provided with current copies of the child's immunization record. If by 14 days from the start of the school year it is determined that a student is in need of an immunization, he/she will be unable to attend school until it is administered, or a waiver has been provided.

School Trip Waiver: I agree and do hereby release and discharge HCA and any teacher, employee or other person in charge of school trip activities from all claims, present and future, known and unknown, in any manner arising out of the described activity for each school trip. I further understand and agree that this release shall hold HCA and any teacher, employee or other person engaged in the school trip harmless from any and all liability to my children and further, I agree to hold them harmless from any loss of property to my children that may occur during the trip activities. School trips include school-day field trips, school-sponsored athletic event trips, and school-sponsored overnight trips. The undersigned agrees to release and hold harmless the school, its agents and employees from all claims, damages, or other liabilities for injury to my children, which are not the result of gross negligence by the school, its agents or employees. The undersigned also agrees to indemnify the school for damages by my children.

To protect the health and safety of each student, I certify that no information relevant to my children's application has been withheld and agree to the terms of this application and to the policy of the school. I understand that acceptance of this application by HCA in no way guarantees enrollment. All applicants are considered in accordance with the HCA admission policy, and final decision will be made by the principal of the campus to which the student is applying for admission.

BOTH PARENTS / GUARDIANS MUST SIGN

Financially Responsible Party (print) _____ (Signature) _____
 Date _____

Parent/Guardian (print) _____ (Signature) _____
 Date _____

HERITAGE CHRISTIAN ACADEMY

Statement of Cooperation

HCA 2290 Old Tyler Road • Hoover, AL 35226 (205) 978-6001 • Fax: (205) 978-9120 • hcachristian.org

Student Name _____ Grade To Enter _____
Last First Middle

We understand and agree to comply with the provisions of the Heritage Christian Academy Parent/Student Handbook, including, but not limited to the following:

1. We agree that the spiritual development of our child involves home, church, and school and will endeavor to be involved in each of these areas.
2. We agree with and will support the purpose, policies, and procedures of the school. (Romans 13:1)
3. We understand the importance of our child developing and maintaining a proper respect and response to God-given authorities. (Colossians 3:20; Romans 13:1)
4. We understand the importance of our child developing and maintaining honor and respect for the rights and property of others. (Philippians 2:3-4; 1 Peter 4:8-9)
5. We understand the importance of our child developing and maintaining a desire to pursue their God-given potential in the areas of academics, arts, and athletics. (Colossians 3:23-24)
6. We agree to faithfully pray for the leadership, faculty, parents, and student body of HCA.
7. We understand that our child (grades 6-12) will agree to the student commitments listed below.
8. We understand that HCA abides by biblical principles in conflict resolution. We acknowledge and agree with HCA to abide by these same biblical principles in the resolution of all disputes. (Matthew 18:15-17)
9. We agree to uphold and support the academic standards of the school by encouraging the completion of homework and assignments.
10. We understand that attendance at HCA is a privilege and not a right.

Parent Signature

Date

Parent Signature

Date

Student Commitments: To Be Completed By Student Entering Grades 6-12

By signing below I state that I have:

1. A willingness to pursue a relationship with Christ. (Ephesians 4:14-16; 1 Peter 2:2)
2. A willingness to be active in church. (Hebrews 10:24-25)
3. A desire to be committed to a pure lifestyle - abstaining from drugs, sex, tobacco, and alcohol. (1 Thessalonians 4:3-5; 2 Timothy 2:22)
4. A commitment to demonstrate proper respect and response to God-given authorities including parents and faculty. (Colossians 3:20; Romans 13:1)
5. A commitment to honor and respect the rights and property of others. (Philippians 2:3-4; 1 Peter 4:8-9)
6. A commitment to actively pursue my God-given potential in the areas of academics, arts and athletics. (Colossians 3:23-24)

Student Signature

Date

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Permission for Release of Records

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_____ (child's name) has enrolled in Heritage Christian Academy in grade _____. Please send the following information about this student to the address above. Thank you for your prompt attention to this request.

- Transcript of all grades with grade scale (alpha and numeric)
- Grades and attendance at time of withdrawal
- Certificates of immunizations
- All test scores (achievement, aptitude, ACT, SAT, etc.)
- Confidential records

Name of Previous School

Address of Previous School and Fax Number

I hereby give permission for _____ (previous school) to release my child's records to Heritage Christian Academy.

Signature of Parent/Legal Guardian

Date

FOR OFFICE USE ONLY

Sent to Records Office on _____ by _____ Transcripts

Received above requested records on _____ Grades/Attendance
 Immunization Form

HERITAGE CHRISTIAN ACADEMY

School Teacher Recommendation

HCA 2290 Old Tyler Road • Hoover, AL 35226 • (205) 978-6001 • Fax: (205) 978-9120 • hcachristian.org

Full Name Of Student: _____ Grade To Enter: _____

My child is an applicant for admission to Heritage Christian Academy. Please complete this recommendation form and mail or fax it directly to HCA. The Admission Committee will hold your responses confidential. I waive my right to review the information you provide.

Parent Signature Date

Name of Reference: _____ Phone Number: _____
Name of School: _____ Subject: _____

How long have you known the applicant? _____

	Exceptional	Above Average	Average	Below Average
Academic Initiative				
Written Expression				
Oral Expression				
Attention Span				
Organizational Skills				
Grasps Concepts				
Cooperation				
Leadership				
Respect For Authority				
Moral Character				
Concern For Others				
Self-Discipline				
Emotional Maturity				

How has the student performed academically in relation to his or her potential? _____

Is the student in need of curricular accommodations? _____

Please indicate any activities (school, church, and community) in which you know the student has participated. _____

Describe the parents' involvement with their child's education. _____

Describe any special abilities or talents the applicant has. _____

Describe his or her attitude toward school. _____

Please provide any additional information on this applicant's academic ability or character.

Overall Recommendation For Admission:

- Recommend without reservation Recommend with reservation Cannot recommend

Teacher's Signature: _____ Date: _____

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School Administrator Recommendation

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Full Name Of Student: _____ Grade To Enter: _____

My child is an applicant for admission to Heritage Christian Academy. Please complete this recommendation form and mail or fax it directly to HCA. The Admission Committee will hold your responses confidential. I waive my right to review the information you provide.

Parent Signature Date

Name of Reference: _____ Phone Number: _____

Name of School: _____ Position: _____

Do you know this student personally? Yes No How long have you known the applicant? _____

	Most of The Time	Some of The Time	Hardly Ever	Never	Not Known
Use/possession of alcohol, drugs, or weapons					
Willingness to work hard (self-motivated)					
Demonstrates proper respect and response to authorities					
Honors and respects the rights and property of others					
Acceptable conduct					
Displays positive leadership					
Wise choice of friends					
Good rapport with faculty					

Indicate the frequency and reason that the applicant has been sent to the office for disciplinary action. _____

Is there pending disciplinary action, or is the applicant leaving with a disciplinary record? Yes No.

If "yes," please explain. _____

Has this student ever been expelled or suspended? Yes No.

If "yes," please explain. _____

For what outstanding awards and achievements has this student been recognized? _____

Describe his/her attitude toward school. _____

Please share additional comments to consider. _____

Overall Recommendation For Admission:

- Recommend without reservation Recommend with reservation Cannot recommend

Administrator's Signature: _____ Date: _____