

Dear Parent or Guardian:

Thank you for your interest in Portland Christian School. Our mission is to work cooperatively with the student's home and church so that every student is equipped "for every good work." As you seek God's direction for the education of your children, we are here to serve you and your family. In order to make this process simple and efficient we request that you furnish the following forms:

PCS FORMS

- **Student Initial Application**
- **Records Request**
- **Tuition Payment Preference Form**
- **Non-discriminatory Policy Statement, Parental Cooperation Statement, Book Agreement and Student Agreement**
- **Friend Recommendation**
- **Minister Recommendation**
- **KRS 158.000 Law** (must be signed and returned even if not applicable to your children)

OTHER INFORMATION

- **Copy of Birth Certificate**
- **Copies of Your Child's Two Most Recent Report Cards**
- **Standardized Test Scores** (if available)
- **Legal Documents Concerning Guardianship** (if applicable)
- **Immunization Certificate** (including requirement of Hepatitis B vaccines for any child born on or after 10/1/92)
- **Tuberculin Skin Test** (for any child who has been exposed to confirmed or suspected cases of TB in the last 5 years or who is suspected of having TB)
- **Eye Exam Confirmation**
- **Medical Form** – for those entering school for the first time or entering sixth grade

Tours of the two elementary and high school campuses can be scheduled. Please call the Director of Admissions (502-778-6114) to schedule a tour or to answer any questions you may have regarding admissions or placement testing. To begin the admission process for your children you need to furnish the following as soon as possible: 1) \$75.00 Testing and Application Fee, 2) Student Initial Application, 3) copies of your child's last two report cards, and 4) any standardized test scores that are available. However, we cannot confirm admission of your children until all of the forms listed in this letter have been completed and sent to PCS. Upon admission, we will request your child's records from the school previously attended.

Church attendance is required for grades K-12. You will receive a Parent and Student Handbook at the time of testing. Also, please read and sign the Non-discriminatory Policy Statement, Parental Cooperation Statement, and Book Agreement and Student Agreement. Thank you for your assistance in completing the admission process.

In His service,

Jodell Seay
Director of Admissions

PORTLAND CHRISTIAN SCHOOL
2500 Portland Avenue
Louisville, Kentucky 40212
(502) 778-6114

MINISTER RECOMMENDATION FORM

(If a student's parent is the minister of the church, please have an elder or teacher fill out this form.)

GRADES 5 – 12
CONFIDENTIAL

The following student has applied for admission to Portland Christian School and has given you as a source of reference. Please provide us with the following information and any additional comments you may choose to make.

Student name _____ Grade _____

1. Is this applicant a member of the congregation to which you minister? _____
2. Are the parents (guardians) members? _____
3. How often does applicant and parents attend services?

	APPLICANT	PARENT(Guardian)
Regularly	_____	_____
Morning Service Only	_____	_____
Evening Service	_____	_____
Sunday School	_____	_____
Youth Meetings	_____	_____

4. How has the applicant participated in Christian services?
 - a. Assisted in youth activities _____
 - b. Led singing _____
 - c. Made talks _____
 - d. Participated in visiting program _____
 - e. Volunteered for special duties _____
 - f. Other activities _____
5. Do you think that the applicant's personal standards and values are consistent with what a Christian's principles of behavior should be?
6. Do you think that the personal standards and values of the applicant's parents or guardians are consistent with what a Christian's principles of behavior should be?
7. Which of the following do you believe to be true of this applicant? (Check as many as necessary.)
 - a. He/she has personally accepted Jesus Christ as Savior.
 - b. He/she as a Christian shows interest in the things of the Lord and is growing in the Lord.
 - c. He/she will be, in your consideration, an asset to the school's student body.
 - d. He/she has **not** accepted Jesus Christ as Savior.
 - e. He/she shows no interest in the things of the Lord (or little interest).
 - f. It is questionable that he/she would be an asset to the student body.

Signature _____ Date _____

Church Name _____

Church Address _____

Church Telephone Number _____

This is confidential information and must be returned by the person completing the form.

PORTLAND CHRISTIAN SCHOOL

**2500 Portland Avenue
Louisville, Kentucky 40212
(502) 778-6114**

MINISTER RECOMMENDATION FORM

(If a student's parent is the minister of the church, please have an elder or teacher fill out this form.)

GRADES: Kindergarten – 4

CONFIDENTIAL

The following student has applied for admission to Portland Christian School and has given you as a source of reference. Please provide us with the following information and any additional comments you may choose to make.

Student name _____ Grade _____

1. Are parents (guardians) members of the congregation to which you minister? _____

2. Is the applicant a member? _____

3. How often does applicant and parents attend services?

	PARENTS(Guardians)	APPLICANT
Regularly	_____	_____
Morning Service Only	_____	_____
Evening Service	_____	_____
Sunday School	_____	_____

4. Do you consider the applicant's behavior and values consistent with Christian principles? _____

5. Mark the following as you believe true:

	PARENTS(Guardians)	APPLICANT
Has personally accepted Christ as Savior.	_____	_____
Shows interest and growth in The Lord and His service.	_____	_____
Will be an asset to the school.	_____	_____

6. Any additional comments you may have will be appreciated. _____

Signature _____ Date _____

Church Name _____

Church Address _____

Church Telephone Number _____

This is confidential information and must be returned by the person completing the form.

PORTLAND CHRISTIAN SCHOOL
2500 Portland Avenue
Louisville, Kentucky 40212
(502) 778-6114

FRIEND RECOMMENDATION FORM
GRADES 5 – 12
CONFIDENTIAL

The following student has applied for admission to Portland Christian School and has given you as a source of reference. Please provide us with the following information.

Student name _____ Grade _____

1. Below are descriptions of behavior. Please indicate that which most nearly describes the applicant according to your knowledge.

- a. Concern for others: Self-centered ___ Generally concerned ___ Actively concerned ___
- b. Responsibility: Unreliable ___ Usually dependable ___ Assumes responsibility ___
- c. Integrity: Not dependable ___ Generally honest ___ Consistently trustworthy ___

	ALWAYS	USUALLY	SOMETIMES	RARELY
d. Is cooperative – enjoys working with others when he can.	_____	_____	_____	_____
e. Is forgiving of other’s faults because he realizes no one is perfect.	_____	_____	_____	_____
f. He does not hold a grudge.	_____	_____	_____	_____
g. Adjusts quickly to unavoidable changes to plans.	_____	_____	_____	_____
h. Is at all times a good sport; or willing to appear to be a good sport.	_____	_____	_____	_____
h. Willingly does his rightful share of work in family or other group situations, or does it even when he would rather not.	_____	_____	_____	_____
i. Accepts responsibility and carries out duties without feeling they are a burden.	_____	_____	_____	_____
j. Does his best; may make mistakes but learns by them; does not dwell on the past.	_____	_____	_____	_____
k. Is content to spend some time alone each day.	_____	_____	_____	_____

2. To your knowledge does the applicant attend church services:
Regularly each week ___ Occasionally ___ Seldom ___ Never ___

3. Has the applicant ever been in trouble with the law? _____

4. Has the applicant been a discipline problem in the community _____

5. Would you consider the applicant an above average person?
Normally _____ Academically _____ In leadership ability _____

6. Do you believe the applicant’s personal standards and values are such that he would be an asset to a Christian group? _____

7. Do you believe the applicant is in need of help?
Morally _____ Academically _____ Spiritually _____ Other _____

8. Do you believe the applicant has ever smoked? _____ Drank alcoholic beverages? _____

Signature _____ Date _____

This is confidential information and must be returned by the person completing the form.

PORTLAND CHRISTIAN SCHOOL
2500 Portland Avenue
Louisville, Kentucky 40212
(502) 778-6114

FRIEND RECOMMENDATION FORM
GRADES Kindergarten – 4
CONFIDENTIAL

The following student has applied for admission to Portland Christian School and has given you as a source of reference. Please provide us with the following information.

Student name _____ Grade _____

UNKNOWN	YES	NO	
_____	_____	_____	Applicant is generally well behaved.
_____	_____	_____	Shows interest in church and/or Sunday School.
_____	_____	_____	Applicant has been a discipline problem at home.
_____	_____	_____	Applicant has been a discipline problem at church.
_____	_____	_____	Applicant has been a discipline problem in the community.
_____	_____	_____	Applicant is generally cooperative, plays well with others, and is willing to help others.
_____	_____	_____	Adjusts well to change in plans.
_____	_____	_____	Attends Sunday School regularly.

ADDITIONAL COMMENTS: _____

Signature _____ Date _____

Address _____

This is confidential information and must be returned by the person completing the form.

Non-discriminatory Policy Statement

Portland Christian School does not discriminate on the basis of race, color, national, or ethnic origin, in the administration of our educational policies, admissions procedures, or school-administered programs. We do, however, reserve the right to deny admission to, or dismiss from the school any individual who cannot benefit by the experience based on past academic achievement or whose personal life style is not in harmony with the stated philosophy and purpose of Portland Christian School, or who, in the opinion of the administration, does not reflect the spirit of the school, whether or not that student has kept all the rules of the school.

Parental Cooperation Statement and Book Agreement

"We understand that attendance at Portland Christian School is a privilege, not a right, and is granted to those students who manifest a desire to live and work as a Bible believing Christian. We do affirm that we believe discipline is necessary for the welfare of each student, as well as for the entire school. We, therefore, expect our child's teachers and/or other agents of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the scriptures, including corporal punishment if deemed necessary by school authorities."

"We understand the standards of conduct of the school and shall read the Parent/Student Handbook which we understand presents the basic standards and regulations. We will cooperate with the school in regard to both its standards and regulations. If we ever find that we cannot accept the disciplinary standards of Portland Christian School we will withdraw our child from the school. In that event, or if, for disciplinary reasons, the school must expel our child, we will forfeit all fees and tuition moneys paid or due."

"We understand our child will be issued textbooks at the beginning of the school year and return them no later than the end of the school year. It is understood that these books will be returned to the school in the same condition as received with normal wear expected. If a book is lost or damaged, it is understood that we will pay for the book in addition to rental fee."

Father's (Guardian's) Signature Date Mother's (Guardian's) Signature Date

Student Agreement (Grades 5 – 12)

I have read the PCS *Parent/Student Handbook*. I agree to conform to the standards established by PCS to the fullest extent. I have never used alcoholic beverages, tobacco products, illegal drugs nor misused controlled substances (prescription drugs) or over-the-counter drugs except as explained below.

Student's Signature _____ Date _____

**Portland Christian School
2007-2008**

Individualized Tuition & Fee Schedule

Individualized Tuition

Grades K-12 Families may apply to Family Financial Needs Assessment (FFNA) for an individualized tuition amount that is based upon that family's ability to pay. The rate will not exceed the standard tuition amount and will not be less than the minimum tuition amount listed below. Families who choose not to apply to FFNA will be asked to pay the standard tuition. FFNA charges a fee based upon the speed of processing chosen for this service of \$20-\$40. New families may apply to FFNA within two weeks after acceptance. After that time the standard tuition will apply. You may request an application or apply on-line at www.ffna1.com. The FFNA school ID number for PCS is 2160.

Standard Tuition for families enrolling for 2007-2008

Grades K-6	\$4500 per student
Grades 7-12	\$4800 per student
plus	Registration, Book Rental and Class Fees of \$400 per student -- non-refundable and not subject to review by FFNA or discount

Those families who pay the standard tuition amount by July 1, 2007, or upon acceptance of their child(ren) will receive a Pay-In-Full Discount of **\$200 per student**.

Minimum Tuition for families enrolling for 2007-2008

Grades K-12	\$2000 for first student in a family plus \$100 for each additional student .
plus	Registration, Book Rental and Class Fees of \$400 per student -- non-refundable and not subject to review by FFNA or discount.

Non-refundable Fees

Application Fee	Due at the time of placement testing.	
Grades K-12		\$75/student
Athletic Participation Fee		
Grades K-4		\$40/student/sport
Grades 5-12		\$75/student/sport
Before School Supervision Fee		
Grades K-6	Before 7:40 am	\$3/student
After School Supervision Fee		
Grades K-12	3:30pm to 6pm	\$3/student/hour
Grades K-12	After 6pm	\$5/student/15 min.
Late Payment Fee		
Assessed on past-due balances (30 days late)		
Grades K-12		\$25/family/month
Returned check or missed EFT transaction fee		\$25/family/occurrence

**Portland Christian School
2007-2008 Tuition Payment Preference Form**

NAME(S) OF CHILD(REN) _____

Please choose one of the following options:

Option 1) _____ Full Payment by July 1, 2007, or upon acceptance if your child(ren) is (are) enrolled after July 1st.

Option 2) _____ Twelve-Month (June-May) Payment Option through an Electronic Funds Transfer (EFT) to PCS. PCS will process the EFT on the 20th of each month. If the 20th falls on a Saturday, Sunday, or bank holiday, we will process the EFT on the next business day following the 20th. Missed payments will be processed again on the 20th of the next month (along with the regular monthly payment) with the same weekend and holiday rule being applied.

Option 3) _____ Twelve-Month (June-May) Payment Option paid directly to PCS by check, cash, or money order. A \$150 Annual Service Fee per family is to be paid to PCS upon enrollment or re-enrollment.

If you select Option 1 and full payment cannot be made by July 1st, please contact the PCS Business Office to arrange a monthly payment plan.

If you are choosing Option 2, you will need to sign the Electronic Funds Transfer Agreement below and return it to PCS with a voided check or savings account deposit slip in order for your child(ren)'s enrollment to be complete. Also, parents will receive an electronic draft confirmation via email if an email address is provided below.

If you are selecting Option 3, remember to send a \$150 annual service fee per family to secure your child's enrollment.

Electronic Funds Transfer Agreement

I authorize Portland Christian School and my financial institution to automatically deduct from the checking or savings account as shown on my enclosed voided check or savings account deposit slip all future payments for my monthly tuition and fee statements. The amount per month will be determined based on my individualized tuition amount. I may cancel this request by contacting Portland Christian School.

Signature required by person who is an authorized signer on the attached--

PLEASE MARK ONE _____ Checking Acct.

_____ Savings Acct.

Please print name of person who signed above.

Email address for EFT confirmation

2007-2008 Tuition & Fee Payment Options

- 1) **FULL PAYMENT** of tuition, registration, book rental fees, and class fees by July 1, 2007, or upon acceptance if your child is enrolled after July 1st. **Tuition that is paid-in-full is not refundable unless the student's family should move out of the Kentuckiana area.**
- 2) **TWELVE-MONTH (JUNE-MAY) PAYMENT OPTION THROUGH AN ELECTRONIC FUNDS TRANSFER (EFT) TO PCS.** This option spreads the payment of tuition, registration, book rental fees, and class fees (if applicable) over twelve months. Payments will be processed and deducted from your account on the 20th of the month. If the 20th falls on a Saturday, Sunday, or bank holiday, we will process the EFT on the next business day following the 20th. Missed payments will be processed again on the 20th of the next month with the same weekend and holiday rule being applied. **PCS will charge a \$25 missed payment fee to cover processing costs for any EFT transactions (as well as checks) that are returned for non-payment.** Also, your bank may charge an additional fee for payments that are returned. If there are circumstances that require you to delay a payment, you may call the business office at least one week before the due date of the payment and we will make the change. Any changes that delay a payment for more than 30 days are subject to a \$25 Late Payment Fee. **PLEASE** keep changes to a minimum. Those families choosing this option need to sign the Electronic Funds Transfer Agreement included in this packet and return it to PCS with a voided check or savings deposit slip in order for your child(ren)'s enrollment to be complete.
- 3) **TWELVE-MONTH (JUNE-MAY) PAYMENT OPTION PAID DIRECTLY TO PCS BY CHECK, CASH, OR MONEY ORDER.** This option spreads the payment of tuition, registration, book rental fees, and class fees over twelve months. **A \$150 PCS Annual Service Fee per family, to cover our processing costs, is due upon enrollment of your child(ren) if this option is chosen.**

OUR TWELVE-MONTH PAYMENT PLANS ARE VERY FLEXIBLE. MAKING A DOWN PAYMENT MAY REDUCE YOUR MONTHLY PAYMENTS. ALSO, WE CAN ACCEPT PAYMENTS ON A QUARTERLY OR SEMESTER BASIS. PLEASE CONTACT THE BUSINESS OFFICE AT 502-778-6114 OR lisa.nethery@portlandchristian.org TO ARRANGE A FLEXIBLE PAYMENT PLAN

All fees that can be determined prior to the beginning of the school year are included in the paid-in-full option and the monthly payment options. Other fees such as athletic fees, bus fees, before and after school supervision fees may be billed during the school year. These fees are billed depending on your child's participation in various activities or your family's use of available services. Also, milk break and school lunches are purchased separately through your campus office or cafeteria.

A \$25 Late Payment Fee will be assessed on all past due balances of tuition and/or fees. Balances are considered past due 30 days after the billing date of the charge.



Portland Christian School

Quality Christian Education Since 1924

2500 Portland Avenue • Louisville, KY 40212-1092 • (502)778-6114 • Fax (502)772-7027

Website: www.portlandchristian.org

Records Request

I give my permission to release:

1. Birth certificate
3. Immunization certificate and Medical forms
4. Transcripts and/or academic standing and credits
5. Psychological evaluation report, if available
6. Individual standardized achievement test results

**To: Portland Christian School
 2500 Portland Avenue
 Louisville, KY 40212**

For the following student:

Full Legal Name of Student	Birth Date	Grade
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School Last Attended	Phone Number
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Street Address	Fax Number
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City	State	Zip
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Signature of Parent, Guardian or Student of Legal Age

NOTE TO PARENTS/GUARDIAN: It is very important to have the COMPLETE ADDRESS of the school last attended. Portland Christian School will take responsibility for requesting records.

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Official use only:

Date request received: _____

Date request mailed: _____

Date transcripts received: _____

Transcripts: Complete _____ Incomplete _____

Comments:

PORTLAND CHRISTIAN SCHOOL INITIAL APPLICATION

Please circle choice for Fall of 2007.

K – 12
North Campus
2500 Portland Ave.

K – 6
East Campus
12610 Taylorsville Rd.

Name _____ For grade ____ in ____
First Middle Last Year

SSN _____ Race _____ Male _____ Female _____

Date of Birth _____ Place of Birth _____

Previous School Name _____

Address _____

Dates enrolled there _____ Retained at any grade level? _____

Has student ever been dismissed or disciplined at any school? _____

If yes, please explain on the following line or in an attached letter _____

Church attended by family _____

Minister's Name _____ Phone _____

Church attended by student _____

Minister's Name _____ Phone _____

We have read and agree to support the PCS Statement of Faith.

Parent's Signature _____

Parent Or Guardian With Whom The Student Lives

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: [Home] _____ [Work] _____ [Cell] _____

Person Legally Responsible For Student

(If different from parent or guardian listed above)

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: [Home] _____ [Work] _____ [Cell] _____

Person Responsible For Bill

(If different from parent or guardian listed above)

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: [Home] _____ [Work] _____ [Cell] _____

For Office Use Only

Family ID _____ Student ID _____