



## New Student Enrollment Process at Lincoln Christian School

Applications will open on February 5<sup>th</sup> at 9 AM.

1. **Online Application** - Create an account and then create a new student application using [this link](#).
  - a. Select the correct class and year under "Apply to Grade."
  - b. Grades 1-12 will need to upload a signed [Transfer of Records Request](#)
  - c. If your child is currently on an IEP or 504, you will need to upload this document (as well as the original MDT) within the application.
  - d. Following the submission of your application, we will send you a link within 48 hours to complete the online enrollment.
2. **Online Enrollment** – After receiving an email from Jill Ballard, use the link within to complete the online enrollment.
  - a. When logging into FACTS, please use LCS-NE as the District Code.
  - b. Be prepared to upload a copy of your child's birth certificate and complete immunization record.
  - c. During this step, you will pay your [registration fee and set up your tuition payments](#).
  - d. Submit your enrollment.
3. **Principal Interview** – You will be contacted within 3-5 days for an interview with the principal for your oldest child.
  - a. The principal will want to get to know your family and also review our [Statement of Faith](#).
  - b. We would love to answer any questions that you have at this time as well.
4. **Testing**
  - a. If your child is entering Kindergarten, coming to us from homeschool, or has an IEP/504 in place, we will arrange for testing. If possible we will set this up at the same time as the principal interview.
5. **Acceptance** – You will receive an email following the principal interview letting you know if you have been accepted and providing information needed to prepare for school at LCS.