

Date given to family: _____

Date received from family: _____

FAMILY APPLICATION PACKET

I. Left pocket: Documents TO KEEP FOR YOUR INFORMATION

- | | |
|--|---|
| 1. New student enrollment information | 7. Payment Category and Fee schedule |
| 2. Vision, Mission, Core Values | 8. Hot lunch service |
| 3. Doctrinal statement | 9. Transportation service |
| 4. Philosophy of education/specific objectives | 10. Uniform-dress code and purchase information |
| 5. Family agreement | 11. Most recent fact sheet, hot lunch order and bulletin |
| 6. School Profile | 12. ECA brochures (building project, potential teachers, promotional information) and ACSI brochure – Christian student profile |

For further information you may visit the webpage: www.eca.edu.co and read the ECA handbook.

Please note that your application will not be complete until the school has received the following:

II. Right pocket: forms to be filled out, include and turned in:

ADMISSION PROCESS

REGISTRATION PROCESS

FAMILY DOCUMENTS

Admiss. Testing Financ. Admiss. Datab. Financ. File

	Admiss.	Testing	Financ.	Admiss.	Datab.	Financ.	File
1. Family application							
2. Scholarship Application (See Payment Category and Fee Schedule)							
3. Church/Ministry Confirmation							
4. Proof of income:							
a. Tax form or Declaración de Renta							
b. Tax returns from the USA							
c. Certificación de ingresos from a company, mission or church							
5. Financial form							
6. Paz y salvo from previous school (if applicable)							
7. Doctrinal statement of your church/mission							
8. Family reference from previous school(s)							
9. Recent labeled family picture (not older than 3 years if not included with your application)							
10. Copy of both parents current cedula							

STUDENT DOCUMENTS

Admiss. Testing Financ. Admiss. Datab. Financ. File

	Admiss.	Testing	Financ.	Admiss.	Datab.	Financ.	File
1. Student application(s) with student-drawn picture (Pre-K-2nd) or autobiography (3rd-12th)							
2. Student Entrance Questionnaire 4th-12th							
3. Student reference from previous school(s)							
4. Paz y Salvo from previous school in Colombia							
5. Letter of recommendation from the youth pastor or Sunday School teacher							

III. Documents to bring to register ONCE YOUR FAMILY IS APPROVED:

Admiss. Testing Financ. Admiss. Datab. Financ. File

	Admiss.	Testing	Financ.	Admiss.	Datab.	Financ.	File
1. Current vaccination records							
2. Proof of current health insurance (international health plan or EPS)							
3. Copy of blood type certificate (only for foreign students)							
4. Copy of tarjeta de identidad for Colombian students who are 7-17 years old							
5. Copy of cedula de ciudadanía for any Colombian student 18 years old or older							
6. Colombians: Original copy of birth certificate (with número complementario) Foreigners: Copy of current passport and visa. Proof of other nationality(ies)							
7. Copy of driver's license and parent authorization for any student who plans to drive to and from school or drive to or from school events (if applicable)							
8. ACADEMIC RECORDS as follows: A. For students coming from a school in the U.S. or other countries: - Entering 1st –9th: Bring copies of the last two (end of the year) report cards besides the one in process. - Entering 10th – 12th: Bring an official high school transcript and a copy of 8th grade report card. B. For students coming from a school in Colombia or desiring to graduate with Colombian diploma: - Entering kindergarten – 5th: Bring original final grade certificates from previous three years - Entering 6th – 12th: Bring original final grade certificates of each school year (from 5th grade up). C. Testing results (when applicable)							