



THREE OAKS  
CHRISTIAN SCHOOL

# Enrollment Checklist

## Step #1: Visit

- Attend a Tuesday Open House or schedule a time for a tour.

## Step #2: Apply

- Complete a New Student Admissions Application.

## Step #3: Inform

- Upon receiving your student's application, you will be contacted by Darren Kloepper, Head of School, to schedule a Family Interview.

## Step #4: Meet

- Complete the scheduled Family Interview. Students in grades 5<sup>th</sup>-12<sup>th</sup> are to complete a separate Student Interview but will be scheduled alongside the Family Interview.

## Step #5: Assess

- Students in grades K-7<sup>th</sup> will be academically screened to ensure appropriate grade level placement.

## Step #6: Enroll

- Submit the Enrollment Registration form and non-refundable\* \$100 fee per family. \*This fee is non-refundable with enrollment *acceptance*.

## Step #7: Receive

- After the interviews are completed, you will be contacted by our Head of School with your enrollment status.

## Step #8: Submit

- After acceptance, submit the required documentation for all new students.

The Mission of Three Oaks Christian School is to partner with parents to educate and disciple children consistent with a biblical worldview, teaching them to be lifelong learners able to discern, articulate, and defend truth in a compelling, winsome Christ-like manner.

## REQUIRED DOCUMENTATION for all accepted new students:

- Birth Certificate: A certified/state issued birth certificate must be viewed, copied and verified by Three Oaks Staff.
- Immunization Record: Before starting at Three Oaks Christian School, all new students are required to have an Official Record of Immunizations on file or a signed exemption/waiver.
- Court documentation in the event of custody issues.
- Photo ID of legal parent(s)/guardian(s).
- Signed Record Release Form for student records, if your child is transferring from another School or educational agency. A parent signature is required on this TOCS provided form.

## ADDITIONAL REQUIREMENTS & DOCUMENTATION:

### Middle School & High School Level (7<sup>th</sup> – 12<sup>th</sup> grade) :

- Transcript(s) from previous educational agency(ies), including home school, showing classes taken, curriculum used and percentage grading information.
- Course Selection Worksheet

Upon acceptance, additional forms are required. These forms will be available at the Back-to-School Event, prior to the first day of school.

- Handbook Acknowledgement
  - Doctrinal Statement
  - Student Conduct Covenant
  - Home & School Partnership Program Agreement (3 Day Program Only)
  - Enrollment & Tuition Policy Agreement
- Release Form (Medical, Travel & General)
- Photography / Technology / Uniform
- Approved Pick-Up
- Vehicle Registration Form (student drivers only)

“Three Oaks Christian School admits students of any race, color, national origin, 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 origin, and ethnic origin in administration of its educational policies, admission policies, scholarship admission policies, scholarship and other school-administered programs.”

Questions? Please call Darren Kloepper, Headmaster at 260-301-3478.

*Thank you for considering Three Oaks Christian School  
as the choice for your child's education.*