

PCS Enrollment Checklist

Items PCS needs in hand—BEFORE—enrollment consideration

- Online Application completed
- Deposit Paid -\$150 for first student; \$50 for each additional (Non-refundable once accepted)
- IEP/504 Plan, or similar education plan – COPY FROM PARENT
- Previous school records/discipline* (Form **MUST be signed by you** and sent to previous school or hand delivered. Taking the form on your own is faster.)

For clarity: Your child(ren) is not considered a PCS student until you receive a formal email letter from Dr. Walp, our Administrator, stating you are accepted.

Items needed IF accepted

- Birth Certificate
- Immunization Records
- ParentsWeb account* – account must be created by the first day of attendance
- Payment Plan set up with FACTS (Accessed through ParentsWeb after enrollment)
- Custody Paperwork (if Applicable)
- Parent Covenant
- Handbook Signature Page
- Internet Usage Agreement
- Affidavit of Intent (Grades 1st-8th)
- Blue Emergency Sheet (Pre-K Only)
- _____

Items you'll need—IF—accepted

- Dress Code*
- Uniform/Outerwear Ordering*
- Academic Calendar
- Event Calendar

* Documents attached

For any questions and/or concerns, please call the school office at (928) 474-8050 or send an email to info@paysonchristianschool.org