

REGISTRATION PROCEDURE

(revised 4/16/08)

NEW STUDENTS

STEP 1 **Meet with PCS Administrator**
Review Information Checklist

STEP 2 **Meet with PCS Bookkeeper**

Complete:
Tuition Form



STEP 3 **Meet with PCSI Office Manager**

Complete:
Church School Enrollment
Computer/internet Acceptable Use Policy
Curriculum Choice List
Field Trip Behavior/Permission, signed
Internet Policy/Web Page Permission
Consent for Treatment of Minor Dependents
Parent-Teacher Application
Praise Christian School Registration
Statement of Faith, signed
Web-Site Permission

Provide:
Alabama Immunization
Child Custody Decree, if applicable
Student's Birth Certificate, copy

Apply for:
HSLDA membership form: check payable to HSLDA

STEP 4 **Schedule Placement Test**

Complete:
Screening Test
Attach copy of report card and/or SAT tests, if applicable.

RETURNING STUDENTS

STEP 1 **Meet with PCS Bookkeeper**

Complete:
Tuition Form

STEP 2 **Meet with PCS Office Manager**

Fill out:
Church Enrollment (students turning 7 years old)
Curriculum Choice List
PCS Registration
Statement of Faith, signed
Computer/internet Acceptable Use Policy, signed

Verify: (on file and check for accuracy)

Alabama Immunization
Church School Enrollment
Child Custody Decree, if applicable
Computer/internet Acceptable Use Policy
Consent for Treatment of Minor Dependents
Field Trip form/behavior, signed
HSLDA membership #
Internet Policy/Web page permission
Medical Consent
Parent-Teacher Application
Social Security #