



DIVISION OF INDEPENDENT STUDIES

APPLICATION PROCEDURE

1. Please use the application checklist to ensure you have all the required items needed to complete the application process. Applications will be considered in the order in which they are received. This application does not guarantee acceptance. **The application process can take a couple of weeks to complete.** All information on the application must be completed, along with the required items indicated on the checklist. The application must be accompanied with the non-refundable application fee before your application can be processed.
2. Kindergarten students must be five years old on or before September 30th of their school year and first grade students must be six years old on or before September 30th of their school year.
3. Students on an IEP will be evaluated by a team of educators to determine if Mansfield Christian can meet the academic, social, and physical needs of the applying student. At the time of application, the ETR and IEP must be submitted for review before any determination is made concerning admission. The decision of the administration and special education team is final.
4. Students entering Independent Studies may be given an entrance assessment to assist in determining readiness into the grade level for which they have applied.
5. After MCS receives the application with the required items listed on the Application Procedures Checklist, parents will be contacted for an interview. Children may be present at this time, but are not required to be involved in the interview process unless they are entering grades 7-10.
6. The Independent Studies Principal will conduct the interview and will use the Admission Policy as outlined above to determine admittance into the MCS Independent Studies program. In addition, specific attention will be given to determine the purpose for applying to this program.
7. After reviewing information from the interview and the application, the family will receive a letter from Mansfield Christian School determining acceptance or denial.
8. If acceptance is granted, all the enrollment paperwork and payment information will accompany the acceptance letter. **Students are not enrolled in (or at) Mansfield Christian School's Independent Studies Program until the registration fee and enrollment paperwork is received in the Central Office. The application fee is nonrefundable.**

9. After all enrollment paperwork is turned in, families are considered enrolled in the Independent Studies Program and their children are considered students of Mansfield Christian School.
10. At this point, a Family Coordinator will set up an appointment with the new family to begin planning and organizing school curriculum and instruction.

NON-DISCRIMINATORY POLICY

We at Mansfield Christian School admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs. MCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with MCS administration and to abide by its policies (Romans 2:11).