



Georgetown Christian Academy

3309 Shell Rd. Georgetown, TX | (512) 868-9903

www.GeorgetownChristianAcademy.org

www.GCAGTX.org

2nd-5th Grade APPLICATION CHECKLIST

PLEASE RETAIN THIS CHECKLIST FOR YOUR OWN RECORDS

All material must be completed and submitted in order for new students to be considered for enrollment.

1. SUBMIT AND PAY FOR THE APPLICATION

- Application fee is \$50
- Applications must be handed in to the office or emailed to admissions@gcagtx.org
- Submit fee to the office (We accept check or PayPal via website)
- Our office will confirm receipt of application and fee via email

2. SUBMIT A PARENT STATEMENT INTRODUCING YOUR STUDENT TO US

- Email the document to admissions@gcagtx.org

3. REQUEST AT LEAST ONE (1) LETTER OF RECOMMENDATION FROM A TEACHER OR PASTOR/YOUTH LEADER

- Submit referral/recommendation to admissions@gcagtx.org for grades 2nd-5th
- Referral/recommendation must be from a current core teacher, current pastor or youth leader

4. REQUEST THAT GRADES/REPORT CARDS BE SENT FROM THE STUDENT'S SCHOOL

- We require grades/report cards from the prior year before enrollment for grades 2nd-5th (if applicable)
- Use attached form to request grades from student's current school

5. OUR OFFICE WILL REACH OUT TO SCHEDULE AN EVALUATION ONCE ALL APPLICATION STEPS & FEE IS RECEIVED

COMPLETED APPLICATION STEPS:

- Upon completion of the Application Process notification of acceptance, denial or wait-list will be emailed to each parent/guardian of student
- Upon Acceptance, the Enrollment Fee will be required and Registration will be completed through the FACTS Online Portal
 - Notification of how to enroll will be sent via email

GRANT AID:

- Financial Aid is available to qualified families and is administered by FACTS Management. Applications will be accepted beginning **March 1st** with awards throughout the summer.



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2nd-5th Grade APPLICATION FOR ENROLLMENT

Please submit this Application for Enrollment to the school office with the \$50 Application Fee.

Student Information

Today's Date: ___/___/___ Application for Grade: ___ School Year: 2023-2024 2024-2025

Student's Name (Last, First, MI): _____

Date of Birth: ___/___/___ Male Female

Street Address: _____

City: _____, State: _____ Zip: _____

Current School: _____

Does your child currently have any 504 Modifications/Special Ed/IEP? No Yes, please provide a copy

Does applicant have a sibling currently enrolled in Georgetown Christian Academy? No Yes

Name of Sibling: _____ Age/Grade: _____

Parent/Guardian Information

Name of Parent/Guardian 1: _____

Relationship: Father Mother Other: _____

Address (if different from student): _____

City: _____, State: _____ Zip: _____

Home Phone #: _____ Daytime Phone #: _____

Email Address: _____

Name of Parent/Guardian 2: _____

Relationship: Father Mother Other: _____

Address (if different from student): _____

City: _____, State: _____ Zip: _____

Home Phone #: _____ Daytime Phone #: _____

Email Address: _____

Student Resides with:

Both Parents/Guardians Parent/Guardian 1 Parent/Guardian 2

Other(s) (Please give name and relationship): _____

I heard about this school through:

Friend School Website Internet (which site): _____

Facebook Sibling Other: _____



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ATTENTION: PARENTS/GUARDIANS

Please provide copies of this page to individuals who will write your letter(s) of recommendation. Recommendation letters are only required for incoming 2nd-5th graders.

ATTENTION: DEAR SCHOOL OFFICIAL/COMMUNITY REPRESENTATIVE/CHURCH MEMBER

Dear School Official/Community Representative/Church Member,

Your student, _____, has applied for Georgetown Christian Academy this school year.

In order to consider and evaluate all students fairly, we request that you submit at least one letter of recommendation. Your comments should be detailed and specifically addressed, but need not be limited to, the following:

- Does the student perform up to his/her academic ability? Provide your observations of the student's actions in the academic environment.
- What leadership qualities does the student demonstrate? Please give specific examples.
- Describe the student's involvement in the community, civic, church, or other service-related activities.

Please address the three areas cited above, to the best of your ability, based on your personal experience with the student. Please comment on the student's work ethic, dependability, spiritual development, and anything else you believe would be beneficial in painting a positive portrait of the student.

Recommendation letters may be emailed to admissions@gcagtx.org

Blessings,
GCA Team



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ATTENTION: PARENTS/GUARDIANS

This form should be directed to the registrar/transcript office at your child's current school. We only require records request for incoming 2nd-5th graders.

Students Name: _____ Birthdate: _____ Current Grade: _____

I, _____ (parent/guardian), grant permission for a copy of my child's transcripts to be sent to Georgetown Christian Academy.

Parent/Guardian Signature _____ Date _____

ATTENTION: RECORDS/TRANSCRIPT

The above-named child has applied to Georgetown Christian Academy. Please email or fax COPIES of the following records:

PEIMS State ID #

Birth Certificate

Health Records

Social Security Card

Achievement Test Results

Mental Ability Test Results

TAAS/TAKS/STAAR Scores

Psychological Evaluation

*Including Full and Individual Evaluation

Discipline/Attendance Records

Special Education Records

Verification of Special Programs

Including Bilingual, Title 1 or other reading programs, Gifted/Talented, Migrant

Georgetown Christian Academy

Admissions Office:

3309 Shell Rd.

Georgetown, TX 78628

P: (512) 863-9903 F: (512) 868-9945

Email: emily@gcagtx.org

Thank you,
Emily Palacios
Office Administrator



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STUDENT INTRODUCTION

Please write a brief paragraph introducing your child to us. Tell us the following about the student:
Why do you think your student would benefit attending Georgetown Christian Academy? List student's strengths and weaknesses, and any other information you believe would be beneficial for GCA to know about the student.

Introductions may be typed in the text-box below or emailed to admissions@gcagtx.org