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## PROCEDURE FOR ADMISSIONS

### 1. Contact

- a. School is contacted and/or
- b. School sends out admission package

### 2. Introduction

- a. Principal meets with parents for an initial informal interview to determine if Thunder Bay Christian School is the right school for their children. (Highlight academic placement, facilities and programs)
- b. Parents complete application forms:
  - i. Membership
  - ii. Enrollment
  - iii. Statement of Support
  - iv. Pastoral Reference Letter (send to their pastor)
- c. Admissions Committee Reps meet with parents and review school policies, programs and membership responsibilities. Obtain completed application forms from applicant.
- d. Admission Committee Reps meet to make decision if necessary
  - i. recommend for membership
  - ii. recommend for enrollment

### 3. Follow-Up

- a. Upon Board approval, school sends appropriate acknowledgement.

### 4. Conclusion

- a. Student enters school
- b. Member participates in society activities