

Academia Cristiana Internacional de Caracas

ACIC ADMISSIONS POLICY CHECKLIST

Students at ACIC are accepted under the following conditions:

1. Space is available.
2. The parent(s) and student must agree to the student's participation in the school's Christian activities and Biblical studies. If a parent or student cannot agree to this, the student will not be admitted to the school.
4. The results of an admissions interview between the designated ACIC administrative personnel and the parent and student are satisfactory.
5. The parent(s) and student must agree to abide by the guidelines and policies as stated in the Parent/Student Handbook and all other ACIC administrative and board policies.
6. Parents must follow the proper application process that includes:
 - a) Completed application
 - b) Photocopy of passport
 - c) Transcript, testing and behavioral records from previous school(s),
 - d) All required fees paid
 - e) Immunization record and medical and emergency forms submitted and up-to-date when applicable
 - f) Student meets government requirements for enrollment in Venezuelan expatriate schools.
 - g) Any other document(s) requested by the ACIC administrative personnel.
7. If at any time it is discovered that a student has been admitted under receipt of false documents or statements, or if it is discovered that records or statements were intentionally withheld to help secure admission for the student, the student will be dismissed from ACIC. No refund will be made of registration and capital fees. If it is discovered there was no intent on the part of the parent(s) to intentionally mislead the school, no penalties will be incurred and fees and tuition will be subject to normal regulation related to refunds.
8. Learning Disabled Students:
 - a) Determination of the school's ability to meet the needs of the learning disabled student's ability to function in the mainstream classroom will be based on one or more of the following:
 - Recommendations made by a qualified professional
 - Observations and recommendations of previous educators
 - Academic records and progress notes from previous school year
 - Discovery Program determines that the program will be beneficial for the student and the parents will participate in the therapy.

Academia Cristiana Internacional de Caracas

NEW STUDENT REGISTRATION FORM

STUDENT INFORMATION

Student's Name: _____
First Middle Last

Prefers the name: _____ Sex: M F Applying for Grade: _____

Age: _____ Birth date: _____ Place of Birth: _____
Day/Month/Year City, State, Country

Nationality: _____ Cédula and/or passport number: _____

Student's dominate language: _____ Other languages spoken: _____

List places and length of time student has lived in different countries: _____

STUDENT EDUCATIONAL HISTORY

List all schools previously attended (preschool to present): If additional space is needed, provide another sheet.

School	Grades	Language of Instruction	Reason for change
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has your child had difficulties in learning? _____ If, yes, please explain: _____

Has your child had educational, neurological or psychological testing? When? If yes, please provide copies. _____

Has your child repeated any grades; if so, grades repeated _____

Has your child received tutoring or remedial classes (i.e. reading, math)? If so, explain _____

For students applying for grades 1-6: Parents, attach a short paragraph explaining your child's interests, social interactions with peers and adults, spiritual interests, how your child uses his free time, and what types of responsibilities your child has.

For students applying for grades 7-12: Attach a paragraph written by the student that includes the following information: How do you get along with your parents and siblings? What are your academic interests? What are your spiritual interests?

FAMILY INFORMATION

Father's Name _____ Mother's Name: _____

Home Address: _____

Home phone: _____ Office phone: _____

Cellular phone(s): _____

E-mail address (es): _____

Mission or company and address: _____

Child is living with: _____ natural father _____ natural mother _____ stepfather _____ stepmother

_____ legal guardian _____ adoptive parents _____ other: _____

Since the child's birth has there been a _____ divorce of natural parents _____ separation of natural parents

_____ remarriage of natural mother _____ remarriage of natural father

Other children in the family:

Name	Age	Grade	Present School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Languages spoken in the home: _____ Parents' dominate language _____

Please state in detail why you want to enroll your child at ACIC. _____

Do you plan to arrive after the first day of school (August 21) or leave before the last day of school (June 8)? _____

If yes, please explain: _____

MEDICAL EMERGENCY INFORMATION (Please complete the enclosed health records.)

Alternate party to contact in case of emergency:

Name: _____ Phones: _____
Home Office Cell

Backup Person name: _____ Phones: _____
Home Office Cell

Special Note: Race and ethnic background shall not be factors in admissions decisions.



Academia Cristiana Internacional de Caracas

NEW STUDENT REGISTRATION FORM - PAGE 3 OF 3



Would you be available to help in any of these areas? (Mark all that apply.)

- Teacher's Aid Library Aid Student Tutoring
- Sewing (i.e. curtains, costumes) Artistic abilities (i.e. posters, etc.)
- Provide transportation for field trips Handyman projects

Substitute Teacher (state age/area where qualified): _____

Other: _____

“I have read the ACIC Parent Handbook and the Statement of Faith. I understand that ACIC is a Christian International school, and the educational program will be conducted in English with a focus on values based on Biblical principles.

I understand that ACIC is registered in the Venezuelan Ministry of Education but not inscribed, and therefore, I will not hold ACIC responsible if difficulties are experienced should I later decide to transfer my student to a Venezuelan school.”

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

The registration process will not begin until all this documentation is received at ACIC and the registration and capital fees are paid.



Academia Cristiana Internacional de Caracas



ACIC ADMISSIONS POLICY

Academia Cristiana Internacional de Caracas does not discriminate against students on the basis of national, ethnic, or racial origin. The school respects the religious preferences of parents and students; however, all classroom instruction is in the context of the stated doctrinal position of the school. The school maintains the right to refuse admission to students not meeting the school's academic requirements or to students displaying a lack of willingness to meet the code of conduct of the school.

ACIC is registered with the Venezuelan government but is not inscribed. We are training students to go to the North American, European or another English speaking country for post secondary education. Any Venezuelan citizen must sign a statement that they understand this. Venezuelan students could have problems trying to transfer back into the Venezuelan system after attending ACIC.

Our accreditation with ACSI (Association of Christian Schools Internacional) is recognized internationally by the European Council of International Schools, the Southern Association of Colleges and Schools, the Western Association of Schools and colleges, the middle states Associations of Colleges and Schools, the National Council for Private School Accreditation, and the US Federal Department of education.

All students enrolling at ACIC will be assigned to a classroom after consultation with the parent(s). Any grade placement prior to receipt of school records is tentative. All classes have a limit on enrollment. Qualified students will be accepted in order of their registration. Returning students are given preferred enrollment prior to May 1st. When the limit of the class has been reached, qualified students will be placed on a waiting list.

Pre-school for 3 and 4-year-olds is offered at ACIC. Children must be 3 or 4 years of age before October 1 of the current school year. We reserve the right to deny admission based on social and emotional maturity of any student.

Kindergarten for 5-year-olds is offered at ACIC. Children enrolling in the K-5 program must be 5 years of age before October 1 of the current school year.

Students entering first grade must be 6 years of age by October 1 of the current school year.

Students having difficulty with the English language may be placed in the English as a Second Language (ESL) program. The level of the ESL placement will be determined by placement tests. There is an extra charge assessed for ESL instruction, dependent on the number of periods the student attends ESL per week.

