



# APPLICATION CHECKLIST

## PRESCHOOL

### ☐ **ONLINE APPLICATION**

Please complete the application available at [pcaschool.org](http://pcaschool.org) under the Admissions tab.

### ☐ **HAVE AN IEP?**

Should your child have an IEP, 504, or receive other support services, please provide the most recent copies, along with supporting documents, to the Admissions Office at the time your application is submitted.

### ☐ **APPLICATION FEE**

You may submit the \$100 application fee online at the time of application, or by cash or check, made payable to PCA's Business Office. *(Please note that your application fee must be submitted in order for your application to be processed.)*

### ☐ **COPY OF BIRTH CERTIFICATE**

### ☐ **STUDENT APPRAISAL FORM**

- Completed by current preschool teacher

### ☐ **PARENT MEETING & PRESCHOOL TOUR**

The final step in the application process is meeting with our Preschool Director to discuss your child's learning style and educational needs. We request that your child accompany you to this meeting. Your meeting and tour will be scheduled upon completion of all other application items. This will be scheduled upon the completion of all other items.

*All items may be submitted electronically to: [admissions@pcaschool.org](mailto:admissions@pcaschool.org)*