



# **WEST HIGHLAND**

## **CHRISTIAN ACADEMY**

### **2-STEP APPLICATION & ENROLLMENT PROCESS**

#### **STEP ONE: Online Application**

1. Go to the school website - [whca-k12.org](http://whca-k12.org) and choose **Admissions** from the main menu.
2. Choose **Online Application** from the menu on the right (or if on a phone, the menu is at the bottom).
3. Follow the steps to Create an Account.
4. Login and **Create A New Student Application**.
5. Submit the application and pay the application fee.

A pastoral recommendation is part of the application process. Please contact your pastor for his/her email address for the **Pastoral Referral** section of the application.

Provide copies of the following to the school:

- Full year report card or unofficial transcript
- Standardized test results
- Academic accommodations reports (IEP/504)
- Attendance and behavioral records

The application, submitted paperwork and pastoral recommendation will be reviewed by the Principal. The school will contact you to arrange an interview. Both parents, if possible, and the prospective student(s) will meet with the Principal. Additional interviews may be necessary for students with accommodations.

During this process, we recommend that you tour the school and have your student(s) participate in a Shadow Day. The entire application process may take up to two weeks.

#### **STEP TWO: Online Enrollment**

After the interview and acceptance to the school, an email will be sent inviting you to enroll your student(s). This email will include a link to our **FACTS Family Portal**. You will need to:

1. create a FACTS Family Portal login
2. complete the Online Enrollment forms
  - establish a FACTS tuition payment plan
  - submit the enrollment packet and pay the enrollment fee
3. pay a minimum of one month's tuition before starting classes

***Your student(s) are not enrolled at the school until this step is completed AND the enrollment fee paid.***

**Enrollment is an ANNUAL step.** An email will be sent inviting you to re-enroll your student(s) each year. You will login to the FACTS Family Portal, update the enrollment forms, establish a new FACTS tuition payment plan, and pay the annual enrollment fee. A new pastoral recommendation is also required annually.