



1115 N GOVERNMENT WAY
SPOKANE, WA 99224
509.325.1985
WWW.PCASDA.ORG

NEW STUDENT ENROLLMENT PROCEDURE

Student Name: _____ Grade: _____

Address: _____

_____ Phone: _____

Thank you for your interest in PCA. Please keep this informational sheet if you decide to move forward with the admission process.

- _____ Meet with the principal, teachers, and school personnel to find out as much about PCA as possible. Make an informed decision about your children's future.
- _____ Complete the student application form and request the required recommendations. Submit the application to the PCA office, you will be notified if the recommendations are not received.
- _____ Review and commit to a financial plan with the PCA business manager.
- _____ During school months, students will be assessed in math and reading. In summer months standardized test scores and previous grades can be used for academic evaluation. Unofficial copies can be presented from personally retained records, or obtained by the guardian from the previous school.
- _____ Following this process you will be contacted by the PCA principal to confirm acceptance. Additional meetings may be scheduled or information gathered if there are additional areas of concern to be addressed prior to acceptance.
- _____ Make initial payment and notify PCA that you are ready to request the transcripts and records from the previous school to be sent to PCA. The following information is typically included in these official records:
 1. Standardized Test Results
 2. Immunization Records
 3. Copy of any current or previous IEP (Individualized Education Program)
 4. Record of Grades

*All new students will be on a 30-day probation.