



We are glad that you are considering Collegedale Academy to be your school. Our faculty, staff and students are committed to excellence in the spiritual, academic, and social aspects of the school. If you would like to have your application considered to be a part of our school family, please complete the checklist below.

Pre-Enrollment Checklist

Collegedale Academy welcomes all children and their families who willingly cooperate with CA's polices and are enthusiastic to participate in our spiritual, academic, and social activities. Prior to the Admissions Committee's decision of an applicant for admission, the Committee must receive all listed items on this enrollment checklist. The online application indicates your interest in enrollment at CA with the other items required for acceptance. Students may be enrolled at CA once accepted and all items on this checklist are completed. Please use this checklist as a reminder of what we need to receive from you.

_____ Collegedale Academy's **ONLINE APPLICATION** with the application fee to be paid online

1. **To apply:** Visit our website: collegedaleacademy.com. Click Admissions > Apply or go to - collegedaleacademy.com/apply.
2. For new students: Register as a new student by creating an account and verify your email when prompted.
3. Make sure to select the coming school year.
4. Fill out the student application and submit payment.
5. **Recommendations** – For NEW 6th-12th grade applicants only
 - a. **Two-step process:**
 1. List those that will be completing recommendations for your student within the application (*current teacher, principal or school official, and pastor. Pathfinder leaders, Sabbath School teachers, etc. may also be used; non-family members*).
 2. Send the online recommendation form link to the same recommenders to complete. Grade level recommendation form links are on our "[apply webpage](http://collegedaleacademy.com/apply)" located in the Pre-Enrollment Checklist column: collegedaleacademy.com/apply

_____ **Records/Transcripts:** New and transferring students need to make a request to their previous school to release school records or transcripts to Collegedale Academy.

Physical Examination Form

_____ (Option 1): A physical is required for all new students, if not using an annual sports physical.
(Completed physical form cannot be older than 12 months).

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_____ (Option 2): A sports physical form is to be submitted for CA athletics' team sports; required annually.
(Sports physicals are only required for interscholastic sports; not intramurals nor PE classes)

_____ **Tennessee Certificate of Immunization** (may be obtained through your Tennessee County Health Department or from the school you are presently attending.) Submit to CA prior to or within 30 days of your student's first day of school as required by the state of Tenn., to secure your child's enrollment. [Hamilton County Immunization Validation link: https://health.hamiltontn.org/AllServices/ChildHealth/RequestShotRecords.aspx](https://health.hamiltontn.org/AllServices/ChildHealth/RequestShotRecords.aspx)

_____ **Birth Certificate** (Non-US Birth Certificates must be translated in English and notarized - Here is a suggested translation service: translationpal.com).

_____ ***For Kindergarten & Homeschool student applicants only***

Please make an appointment with our elementary administration for **placement/diagnostic testing**.

Acceptance letters for new students will be sent during the summer. All students must RE-APPLY to CA every year. Information for when next year's enrollment applications will open will be in placed in the school newsletters.

Forms/paper work may be emailed, mailed or brought to the front office during office hours. Contact us with any questions.

Preschool - grade 5 (Elem)

PO Box 568
Collegedale TN 37315
(423) 396-2122
FAX: (423) 396-2218
k-5registrar@collegedaleacademy.com

Grades 6-8 (Middle)

PO Box 598
Collegedale TN 37315
(423) 396-3020
FAX: (423) 396-3043
6-8registrar@collegedaleacademy.com

Grades 9-12 (High)

PO Box 628
Collegedale TN 37315
(423) 396-2124
FAX: (423) 396-3363
registrar@collegedaleacademy.com

Collegedale Academy Admissions Process and Terms

1. **Pre-Enrollment Process** – The process of following the steps on the “Pre-Enrollment Checklist” to apply and submit all required paper work and records needed.
2. **Apply/Applications** – An annual process for all students interested in being a student at Collegedale Academy. A completed application holds a student’s spot, but does not guarantee acceptance.
3. **Acceptance** – Each student is re-accepted or accepted to CA each year once the admissions committee(s) review each application. Each student receives an acceptance letter each year. Even with an acceptance letter a student’s finalized acceptance is contingent on a financial plan.
4. **Registration** – The event/process in the summer (shortly before school starts) where accepted students go through an “admissions review” to ensure we have all paper work/records, tuition payments and other ancillary information for specific classes.
5. **Orientation** – A group event typically held for new CA students/families to familiarize them with the building and school schedule prior to or right after school starts, and after registration.
6. **Enrollment/Enrolled** – When a student has completed the registration process and begins attending classes at CA.