



Seneca Trail Christian Academy
321 Trailblazer Drive, Ronceverte, WV 24970
304-647-4878

Enrollment Checklist

Step One: Submit Application

Step Two: Arrange Interview with the Principal

Step Three: Wait for Notification of Acceptance

To meet with regulations of federal, state, and county agencies and to comply with the policies of the Seneca Trail Christian Academy school board, ALL of the following information must be submitted for a student to be fully enrolled at STCA.

- _____ 1. Student Application Form & Fee (non-refundable)
- _____ 2. Complete Immunization Records
- _____ 3. Certificate of Live Birth (official copy with seal)
- _____ 4. Social Security Number
- _____ 5. Legal Custody Documents (if applicable)
- _____ 6. Release Form – permission to use student picture (complete at orientation)
- _____ 7. Medical Information on Student Emergency Card (complete at orientation)
- _____ 8. Registration Forms with our Tuition Service, FACTS (unless account is prepaid in full)
- _____ 9. Parent Request Form – to release transcripts from other schools to STCA

STCA Policy Documents

The following documents will be provided to every family enrolling a child at STCA:

- *Statement of Faith
- *STCA Mission Statement
- *Fundraising Information and Parent Participation Form

Student Name: _____

Documentation Completed On (date) _____

Parent Interview Conducted On (date) _____

Fully Enrolled in (grade) _____ **on (date)** _____