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APPLICATION & ENROLLMENT PROCESS

Application Process

- » To apply, follow the link provided via email or on our website: www.lcanv.org.
- Click on Create an Account (*Save your username and password for future reference*). You will receive a verification email in order to set it up (*this may take a few minutes*).
- From the email, confirm your FACTS Family Portal account and log in.
- Follow these steps to complete the application packet:
 1. Select “Apply/Enroll” and “Application”.
 2. Click to open the application.
 3. Create a new student application. (You can save, exit and return to the application at any time.)
 4. If you are applying for multiple students, please do not log out. Go back to step one and create a new student application instead of a new account.

Testing

Kindergarten students will be tested with a school readiness test. First through eighth grade students may be given placement tests in math and reading for proper placement. Testing will be scheduled by our Admissions Department. After testing, our Admissions Staff will review the academic records and references and contact the family about scheduling the family interview.

Interviews

- » Student interviews will be scheduled based on the following criteria:
 - Current family
 - Grade availability
 - Records received and reviewed
 - Academic/learning needs fit
 - Admissions team decision

Acceptance Timeline

- » For students who have completed the admissions process, decisions will be made within two weeks of the interview. Accepted students will receive a welcome email.

Enrollment Process

- From your welcome email, please log in to your FACTS Family Portal account.
- Complete the enrollment checklist. **Please note, your child’s spot will be secured once your payment plan is set up through FACTS (a link is in your enrollment checklist).*
- Review and submit.

Upon acceptance, please follow the Enrollment Process. Please note, a delay in completing the enrollment process/payment plan may result in the loss of a spot for your child. If you are waiting on a tuition assistance award, please choose the payment plan desired and the amount due will be adjusted after the award is complete.

Legacy Christian Academy admits students of any race, color and national or ethnic origin.