



ADMISSION INFORMATION REGISTRATION QUICK START GUIDE 2024-2025

Revised 5/15.2024

APPLICATION PROCESS

STEP 1 - Online Application Submission

Complete a Concord Academy preliminary online registration by visiting our website:

- Concord.Academy>Admissions>Apply Now and complete the online information for each student applying.

STEP 2 - Submit Supporting Documentation

Submit the following required supporting documentation online or email to the appropriate assistant listed at the bottom of this form.

1. Current Report Card (Grades 1st-12th)
2. Current Transcript (Grades 8th-12th)
3. Copy of IEP, PIP or 504 Plan (if applicable)
4. Copy of Birth Certificate (Grades K4-12th)
5. Copy of Immunization Record (Grades K4-12th)
6. Physical Examination (Grades K4 & K5)
7. Copy of custody documentation is needed if the child is not living with both biological parents.
8. Confidential Recommendation Form (K4-12th Grade). Must be submitted directly to Concord Academy by the person completing the form.

STEP 3 - Pay Application fee of \$150

The application fee is required to begin the evaluation process. Please see the below methods of payment for this fee.

1. Option provided to pay the application fee at the end of the online application submission.
2. Contact the appropriate administrative assistant listed below and pay over the phone with a debit/credit card.
3. Visit the school office and pay with a debit/credit card or check.

STEP 4 - Parent/Student Interview with Respective School Principal

Once the student application is processed, a decision will be made to continue the admissions process.

1. Families will be contacted for students who will continue with the admissions process to schedule a parent/student interview with the respective principal.
2. A denial letter will be sent to students who will not continue with the admissions process.

STEP 5 - Student Acceptance and Payment of the Registration Fee of \$600

The registration fee is required to secure the student's spot after acceptance has been determined by the respective school principal.

1. You may be notified at the conclusion of the interview of acceptance or denial or an acceptance/denial letter will be emailed to you. Upon receipt of the verbal or written acceptance, the registration fee is due within 7 days.
2. Use the Pushpay link provided.
2. You may pay this fee at the school office with a debit or credit card.
3. You may call the respective administrative assistant below and pay with a debit or credit card.

Please note that in some cases, applications may be required to be submitted to the Admissions Committee for further review to determine acceptance or denial of admission.

STEP 6 - Sign and Return the Tuition Agreement

Upon completion of the first 5 steps of the admissions process, you will be emailed a tuition agreement through DocuSign.

1. The signed tuition agreement is required to be returned within **7 days** of the date of receipt.

PLEASE NOTE THAT ALL OF THE ABOVE 6 STEPS ARE REQUIRED TO SECURE YOUR STUDENT'S SPOT AND FINALIZE YOUR ENROLLMENT.

CONTACT INFORMATION:

For questions regarding admissions, please contact the appropriate administrative assistant below by calling the school office at 704.793.4750:

Elementary	Teresa Denton	tdenton@concord.academy	ext. 110
Middle School	Teresa Denton	tdenton@concord.academy	ext. 110
High School	Yesenia Muriel	ymuriel@concord.academy	ext. 130

For questions regarding finance, please contact Mike LaCroix or Sherry Fields:

Mike LaCroix	mikelacroix@concord.academy	ext. 105
Sherry Fields	sfields@concord.academy	ext. 106

Concord Academy
154 Warren C. Coleman Blvd., N.
Concord, NC 28027

We look forward to partnering with you in your child's education!

Students are admitted to Concord Academy without regard to race, color, national and ethnic origin.

