



THE POTTER'S HOUSE APPLICATION PROCESS

Thank you for requesting an application for enrollment at The Potter's House. In order to determine the best placement for your child's academic success, we have established the following procedure for enrollment.

Application Process:

- Submit completed application. Please note: Parents or legal guardians *only* may enroll students—proof of guardianship will be required at enrollment.
- Please include:
 - Your student's most recent report card or home school evaluation
 - Your student's certified birth certificate or passport
 - All special education (I.E.P.) evaluations i.e. speech, ADD, ADHD, learning disabilities, and/or emotional impairment
- If we are not able to place your student immediately, we will keep your application on file for one year and contact you when an enrollment opportunity is available. Applications may be updated in the spring by submitting the student's most recent report card.

We want to make this experience the best possible for you and your child. Please feel free to call me at (616) 988-6305, if you have any questions. Thank you.

Sincerely,

Tami Ortiz

The Potter's House Admissions Coordinator

THE POTTER'S HOUSE ENROLLMENT APPLICATION

Date Submitted: _____ Home Phone: _____ Alternate Phone: _____

Student's LEGAL Name: _____ Nickname: _____

Birthdate: ____/____/____ Age: _____ Sex: _____ Grade Entering: _____
Month/Day/Year

Address: _____
(Street) (Apt#) (City) (State) (Zip)

Place of Birth: _____ School District: _____

Date Entered the U. S.: _____ Number of Years in U.S. Schools: _____ Number of Years in Schools Outside the U.S.: _____

Last School Attended: _____ Year: _____

Special Education Support: Speech ADD/ADHD Learning Disabilities Emotional Impairment
(Must include a copy of the results of these tests--I.E.P.--with your application)

Special Service Support: Bilingual/ESL Counseling Occupational Therapy

A copy of your student's most recent report card, your student's birth certificate or passport, and any reports concerning special services must be attached to the application form to be placed on the school waiting list. The following items will be required if enrollment is offered: immunization records and a social security card.

Ethnic Background: American Indian / Alaskan Hawaiian / Pacific Islander Please specify _____
 Asian Caucasian
 African American African Hispanic / Latino

Languages Spoken in the Home: 1. _____ 2. _____ 3. _____

With whom does student live as a permanent resident?

Both Parents Mother Only Father Only Mother & Stepfather Father & Stepmother Guardian (proof of guardianship required)

Custody Comments: _____

Mother's Name: _____ Email Address: _____

Cell Phone: _____ Business Phone: _____ Fax: _____

Father's Name: _____ Email Address: _____

Cell Phone: _____ Business Phone: _____ Fax: _____

Guardian's Name: _____ Email Address: _____

Cell Phone: _____ Business Phone: _____ Fax: _____

Other Children Living in the Home:

Name _____	Birth Date _____	School _____
Name _____	Birth Date _____	School _____
Name _____	Birth Date _____	School _____

Name of Church: _____ Approximate Family Income: _____

I have read and signed The Potter's House Philosophy Statement Yes No

The Potter's House cannot provide transportation. Do you have transportation available?

Yes No

Please answer the following questions on the reverse side of this form:

1) How did you find out about The Potter's House?

2) Why do you want your student to attend The Potter's House?

The Potter's House complies with applicable State law that prohibits discrimination against a student in the full utilization of or benefit from the school or the services, activities, or programs provided by the school because of race, color, national origin, or sex. The Potter's House is a 501(c)(3) nonprofit, nondiscriminatory organization. Our mission clearly states that we serve children of all ethnic heritages and income levels.



An Urban, Christ-Centered School

THE POTTER'S HOUSE PHILOSOPHY STATEMENT AGREEMENT

The Potter's House is an innovative Christian school in a multi-cultural urban setting. The school is non-denominational and evangelical in nature; our main purpose is to provide solid Christian education for a broad range of children who might not normally have the opportunity to attend a Christian school. In order to insure a broad social and cultural range within the student body, tuition is based on a percentage of the parental income rather than on a fixed rate.

The Potter's House offers Christ-centered education. Since God is the center of reality, the Bible will be taught as having significance in all areas of life. Christian discipleship and decision-making will be emphasized. The basics will be taught with sensitivity given to each child's learning rate and interests.

Through personalized education using a rich language experience for language arts, The Potter's House seeks to make education meaningful and exciting for all students. The needs and unique talents of each child will be underscored in the curriculum. Since present information is multiplying at fantastic rates, The Potter's House does not seek to pump isolated facts into students' minds. The goal is rather to produce children that know how to use information to think critically and make wise decisions. The Potter's House seeks to develop students that love to learn and will continue to learn on their own throughout their lives.

The Potter's House considers the first 4-6 weeks of school a probationary time for new students. During this time administration will monitor the student's progress (academic effort and social behavior) to confirm proper placement. If it is determined that a different placement is more suitable, the administration will advise parents and make the necessary adjustments. The Potter's House administration will determine final placement.

The Potter's House believes that education is most successful when the family environment is supportive of learning. For this reason, parental participation will be required at The Potter's House. Parents will be required to make a commitment of service to the school on a regular basis.

Signature of Parent/Guardian

Date