



## 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 and all required documents listed below. Please note: Parents or legal guardians only may enroll students—proof of guardianship will be required at enrollment.
- Required document copies:
  - 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 enroll your student immediately, we will keep your application on file for one year and contact you when an enrollment opportunity is available. Applications must 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) 818-3700, if you have any questions.

Thank you,

Liz Lopez  
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

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.



## **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.

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Signature of Parent/Guardian

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Date