



# CHRIST THE KING *School*

A COMMUNITY *uniting* school, family, and faith

## Application Checklist

**Please use this checklist to ensure the completeness of your application to Christ the King School. The deadline to complete the online application is January 31. All supplemental forms are due by February 15.**

- Complete the **Online Application** by January 31, including \$165 application fee.
- Submit/Upload the following documents with the application:
  - **Birth Certificate** (copy acceptable)
  - **Immunization Certificate** (form GA3231)
  - **Student Headshot**
  - **Baptismal Certificate** (Catholic applicants, copy acceptable)
    - If baptized at the Cathedral of Christ the King, and you need a copy of your child's certificate, see the link on our Apply Now page of our website to request.
- Submit the **Parish Verification Form** (Catholic applicants) to your parish. CTK parishioners may use the new online form on our Apply Now page of our website.
- Email the appropriate **Student Recommendation Form(s)** to your child's current teacher(s). We ask that teachers complete these forms **after December 1**, so they have time to get to know your child. **Links to email teachers are included in the online application.**
  - Kindergarten Recommendation Form
  - Lower School Recommendation Form (applicants for grades 1-5)
  - Middle School Language Arts Recommendation Form (applicants for grades 6 &7)
  - Middle School Math Recommendation Form (applicants for grades 6 &7)
- Submit the **Release of Records Form** to your current school (grades 1-7).
  - *Atlanta Public Schools requests that students in grades K-12 use the online K12 ScribTransfer system for records requests. Once a student submits an application to CKS, we will request records through the ScribTransfer system.*
- If applicable, submit to [admissions@christking.org](mailto:admissions@christking.org) any Educational or Psychological Evaluations.
- Complete Financial Assistance forms by March 1, 2023. *Please do not wait until you are accepted to apply for aid.*
- Each applicant will be screened in-house by CKS teachers in February. *We do not use the JATP.*

*Completed online application, application fee, and all supporting documents must be received before consideration for acceptance.*

*Christ the King School*

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