ADMISSIONS 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 12.

1. Complete the **Online Application** by January 31, including $165 application fee.
2. Submit/Upload the following **Supplemental Documents** with the application:
    a. **Birth Certificate** (copy acceptable)
    b. **Immunization Certificate** (form GA3231)
    c. **Student Headshot**
    d. **Baptismal Certificate** (Catholic applicants, copy acceptable). *If your child was baptized at the Cathedral of Christ the King and you need a copy of the baptismal certificate, please visit the link on our "Apply Now" page to make a request.*
3. Submit the **Online Parish Verification Form** (CTK Members) on our "Apply Now" page of our website. All other parishes should submit the paper form directly to their parish.
4. Email the relevant **Student Recommendation Form**(s) to your child's current teacher(s). We ask that teachers complete the forms after December 1, to allow them time to get to know your child. Links to email the teachers are provided in the online application.
5. Submit the **Release of Records Form** to your child's current school (for grades 1-7). *Atlanta Public Schools requires students in grades K-12 use the online K12 ScribTransfer system for records requests. Once your child applies to CKS, we will request the records through the ScribTransfer system.*
6. If applicable, submit any **Psychoeducational Evaluations** to admissions@christking.org. ***This is not the JATP.***
7. Complete **Financial Assistance** forms by March 1, 2027. *Please do not wait until you are accepted to apply for assistance.*
8. Each applicant will undergo an in-house **Screening** by CKS teachers in February. You will be notified in January of your screening date and time.

IMPORTANT DATES

November 2, 2026
Application Available

November 8, 2026
Open House

January 11, 2027
Prospective Parent Coffee

January 31, 2027
Application Deadline

February 12, 2027
Supplemental Documents Due

March 1, 2027
Tuition Assistance Due

April 3, 2027
Notification

April 13, 2027
Response Deadline

Screening Dates:
February 11, 18, and 22.

Questions?

Lori Lummus
Director of Enrollment

admissions@christking.org

404-267-3663

Christ the King School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.