



New Student Application Instructions

2026-2027 School Year

www.evansvillelutheralschool.com
812-424-7252

Updated: December 4, 2025

Enrollment Criteria

- Admissions decisions consider the student's potential for success at ELS and the parents' desire for a Christ-centered education for the child. Factors to be considered include: 1) review of the application, 2) interview with principal, 3) review of prior school records (report cards, conduct/ behavior history, attendance, etc.), 4) review of achievement test scores, and 5) positive indication on part of parents/students that they will support ELS' mission, expectations, and policies. Additional criteria by grade:
 - ◆ Kindergarten: Must be age 5 by September 1
 - ◆ Grades 1-8: Average to above average grades and successful completion of previous grade level. Positive indication on the part of the student that he/she wishes to be part of the ELS student body and will support ELS policies.
- Enrollments are accepted on a rolling basis where space permits. A new student application will not be considered by the Admissions Office until all required documents have been received and the interview with the principal has been completed. **See last page for a checklist of required items.**
- ELS reserves the right not to accept any student suspended or expelled from another school; with a history of excessive absences or tardiness; involved with drugs, alcohol, or illegal activities; with a history of inappropriate or disruptive behavior; or who exhibits conduct that interferes with the school's mission or educational function.
- It is essential for parents and students to provide full and honest disclosure of the student's academic needs, conduct/ behavior history, attendance, other past educational history (including 504 plans or IEP's), and medical needs/diagnosis (if applicable). Failure to do so may result in the immediate withdrawal of the student.
- Non-Discrimination Policy – ELS admits students of any race, religion, 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, religion, color, or national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletics, or other school-administered programs.

Enrollment Dates

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| Dec. 1, 2025 | <ul style="list-style-type: none">- <u>Current</u> families may submit applications for <u>new siblings</u> (priority window closes March 1, 2025).- <u>New</u> student applications accepted from new and current families.- <u>Early applications</u> accepted for students from new families (Space available will be confirmed after Mar. 1 when priority window for current families closes.) |
| Mar. 1, 2025 | Begin to confirm space available and accept applications for students from <u>new</u> families entering all grades. <u>Current</u> family commitment/withdrawal notification deadline before 2026-2027 application/enrollment fee is due for early registration discount. |

Enrollment Process (Routine Standard of Practice)

Step 1: Visit the School

The best way to experience the ELS difference is to visit our school! Parents and students are encouraged to tour the school, observe classes, talk to teachers/staff, and ask questions. Personal tours may be scheduled at your convenience.

Step 2: Submit Application Materials

All applicants must submit an on-line application found on the ELS website under the Admissions Page. For incoming 1st-8th grade students, parents must provide authorization for ELS to request records from the student's previous school. We also require a letter of recommendation for a teacher or principal at the previous school. **See the last page for a checklist of required items.** Upon submission of materials and on-line payment of the non-refundable Application Fee, a tentative spot will be reserved for the student, pending interview, approval by the Admissions Office, and payment of the appropriate fees.

Step 3: New Student Assessments & Student Shadow Day and Interview with Principal

After receipt of all application requirements, for all families new to ELS (or families from a previous year), the Admissions Director will schedule a new student assessment. This assessment usually takes about 45 minutes to 1 hour. After the assessment the student will then stay at the school for a shadow. Within 1 week, the Principal will look over the results, and a 20-30 minute interview (may be longer for older students/students with special circumstances) with the Principal will be scheduled.

For current ELS families enrolling siblings, interviews will be scheduled for new 1st-8th grade students. A Kindergarten Assessment conducted by our Kindergarten teacher is required for all Kindergarten students.

Step 4: Review & Notification of Admissions Decision

Following the interview, the Admissions Office will make an enrollment decision within one week of the Principal interview, and families will be notified by the Admissions Director.

Step 5: Pay Registration and Commitment Fees

After enrollment has been confirmed, the family will have one week to pay the non-refundable Enrollment Fee (see Tuition and Fee Schedule) to officially enroll your child(ren) and secure placement at ELS. The Business Administrator will email a link to the parent/guardian who is financially responsible to pay.

Step 6: Submit Physical Forms – New Students and Students Entering Kindergarten, 6th Grade

A Physical Form, including immunization record, is required by the Indiana Dept. of Health for each new enrollee and for students entering Kindergarten, and 6th grade. Completed forms are due **before** the 1st day of school.

Step 7: Submit Optional Forms

School Choice & Tuition Assistance (deadlines apply) – ELS is a participant in the Indiana School Choice programs including vouchers and SGO. These programs work together to make Christian education accessible for more families. We encourage all families with potential financial needs to inquire about the programs and affordability opportunities. Contact the Admissions Director for information.

Free & Reduced Lunch Paperwork - If you are applying for the Free and Reduced Lunch Program please submit paperwork to the Business Administrator or contact the Business Office to set up a meeting.

Enrollment Checklist

Each of the following must be completed/submitted before an interview with the Principal will be scheduled:

- ☐ Online New Student Application found on the ELS website under the Admissions Page
- ☐ Birth Certificate (copy of certificate from county health department can be uploaded into online application)
- ☐ If applicable, copies of IEP, 504 plan, proof of custody documents, Allergy Action Plan, Asthma Action Plan, or other medical information.
- ☐ Online payment of non-refundable, New Family Application Fee (see Tuition & Fee Schedule)
- ☐ *Incoming 1st-8th grade students only:* Parents should download and complete a Records Request Form from the online application to provide ELS with school records for last two school years, including report cards/transcripts, conduct & attendance records, and achievement test results. Parents can either upload the completed form in the application for ELS to send the request to the school, or it often helps expedite the process for parents to provide the Records Request Form directly to the previous school. We ask that the previous school send student records directly to ELS at the contact information provided on the form.
- ☐ *Incoming 1st-8th grade students only:* A letter of recommendation should be completed by a teacher or principal from the previous school for each *new* student enrolling.

Upon submission of all application requirements, a tentative spot will be held pending availability of space or placement on waiting list.

Interview

- ☐ New Incoming 1st-8th grade students: Short testing session will be scheduled by the Admissions Office.
- ☐ Interview with Principal will be scheduled by the Admissions Office.

Following the interview, within one week, parents will be notified of the Admissions Office's decision.

Enrollment Completion

- ☐ **Payment** of non-refundable Enrollment Fee (see Tuition & Fee Schedule).
- ☐ Completion of appropriate forms to **finalize your payment plan and affordability**, including School Choice Voucher application, SGO Grant Application, and/or Tuition Assistance Application. **Specific deadlines apply.** Be sure to discuss your options with the Director of Admissions as part of the application and enrollment process.
- ☐ **Submit Physical Form**, including immunization record, **before the 1st day of school** for all new students and students entering kindergarten, or 6th grade as required by Indiana Department of Health.