



# ADMISSION INFORMATION REGISTRATION QUICK START GUIDE

## APPLICATION PROCESS

**Complete a Concord Academy preliminary registration by visiting our website:**

- Concord.Academy>Admissions>Apply Now and complete the online information.

**Print and complete each of the following forms at the end of your online submission.**

1. 2020-2021 Application
2. Annual Field Trip Image & Technology
3. Confidential Recommendation Form (K4-12<sup>th</sup> grade)
4. Student Emergency/Health Clinic Standing Orders
5. Parental Agreement

**Additional documentation required with application:**

1. Current Report Card (Grades 1<sup>st</sup>-12<sup>th</sup>)
2. Current Transcript (Grades 8<sup>th</sup>-12<sup>th</sup>)
3. Copy of IEP, PIP or 504 Plan (if applicable)
4. Copy of Birth Certificate (Grades K4-12<sup>th</sup>)
5. Copy of Immunization Record (Grades K4-12<sup>th</sup>)
6. Physical Examination (Grades K4 & K5)
7. Application fee of \$100 (cash, check or credit card)

**Submit the completed application forms, additional documentation and application fee by one of the following methods:**

- **Email to:**

Elementary	Teresa Denton	<a href="mailto:tdenton@concord.academy">tdenton@concord.academy</a>
Middle School	Teresa Denton	<a href="mailto:tdenton@concord.academy">tdenton@concord.academy</a>
High School	Yesenia Muriel	<a href="mailto:ymuriel@concord.academy">ymuriel@concord.academy</a>

*Applications submitted by email, please call Teresa Denton at 704.793.4750 ext. 200 to pay your application fee by credit card or you may visit the school office to make payment.*

- **Mail to:**  
Concord Academy  
Attention: Admissions  
154 Warren C. Coleman Blvd, N  
Concord, NC 28027

### Important Information:

- Completed applications including application fee are submitted to the appropriate principal for review.
- Upon completion of the review process, you will be contacted to schedule a parent/student interview with the principal.
- Once your student has been accepted by administration, the \$500 registration fee is required to secure the student's place.
- A tuition agreement will be sent to you by the finance department. As part of the admission's process, the tuition agreement is to be returned signed by the parent.
- A FACTS draft account is required to be set up to make payments. You will be sent information from the finance department to set up your draft account or you may visit our website: [Concord.Academy>Admissions>FACTS Cashier](#).

### Questions:

If you have questions regarding the admissions process, please feel free to contact the below administrative assistant:

Elementary/Middle School - Teresa Denton	<a href="mailto:tdenton@concord.academy">tdenton@concord.academy</a>	704.793.4750
High School – Yesenia Muriel	<a href="mailto:ymuriel@concord.academy">ymuriel@concord.academy</a>	704.793.4750

***We look forward to partnering with you in your child's education!***

*Students are admitted to Concord Academy without regard to race, color, national and ethnic origin.*