



Admission Procedures

- [] Parents and prospective student(s) have completed “Application for Admission” and **submitted to HLCS.**
- [] Prospective student(s) (Grade 9-12) have completed the Student Essay.
- [] Parents and prospective student(s) (Grade 7-12) have **read** the HLCS Student Handbook and **signed the agreement.**
- [] Parents and prospective student(s) (Grade 7-12) have **read** the HLCS Statement of Faith and Philosophy of Education and **signed the agreement.**
- [] Parents have arranged to have a “Pastor’s Character Recommendation” Form completed by their pastor, then **sent directly from the pastor to the school in provided enveloped.**
- [] Parents and prospective student(s) have contacted the HLCS to **schedule an interview** at 231-347-7859.



Application for Admission

Enrollment Information (To be completed by parent or guardian. Please print legibly.)

Applicant's Name

Student _____

Date of Birth _____ Last First Middle
 MM DD YYYY Place of Birth _____
 Home Phone (____) ____-____ Cell Phone (____) ____-____ Sex M F

Family Information

Custodial Parent(s)/Guardian(s)

Father _____ [] Y [] N _____
 Name Marital Status Step-Parent Email

Address City State Zip Cell Phone

Occupation _____
 Title Employer Work Phone

Mother _____ [] Y [] N _____
 Name Marital Status Step-Parent Email

Address City State Zip Cell Phone

Occupation _____
 Title Employer Work Phone

Non/Partial Custodial Parent(s)

Father _____
 Name Marital Status Email

Address City State Zip Cell Phone

Occupation _____
 Title Employer Work Phone

Mother _____
 Name Marital Status Email

Address City State Zip Cell Phone

Occupation _____
 Title Employer Work Phone

Other Children in the Home

_____	Age _____	Sex _____
Name _____	School Attending _____	
_____	Age _____	Sex _____
Name _____	School Attending _____	
_____	Age _____	Sex _____
Name _____	School Attending _____	
_____	Age _____	Sex _____
Name _____	School Attending _____	

How did you hear about HLCS?

<input type="checkbox"/> Alumnus _____	<input type="checkbox"/> Pastor _____	<input type="checkbox"/> Sports _____
<input type="checkbox"/> Current Student _____	<input type="checkbox"/> Open House _____	<input type="checkbox"/> Mailings _____
<input type="checkbox"/> Faculty Member _____	<input type="checkbox"/> Web Site _____	<input type="checkbox"/> Other _____

Send Correspondence to:

Custodial Parent(s)/Guardian(s) Non/Partial Custodial Parent(s) Both

Information About the Applicant

School Last Attended

_____	_____	_____	_____
School Name	Grade	Telephone	
_____	_____	_____	_____
School Address	City	State	Zip

School year for which admittance is being sought _____ Grade _____
 If applicant has been retained, state what grade(s) _____

Has the applicant had any serious disciplinary issues: suspension, probation, police record, or expulsion?
 Yes No
 If yes, please explain: _____

Has the applicant had any academic difficulty in school? Yes No
 If yes, please explain: _____

Does the applicant have any mental, emotional, or physical difficulties, including allergies, that may affect their activities or progress that should be made known to the teacher? Yes No
 If yes, please explain: _____

Is the applicant currently on any medication? Yes No
 If yes, please explain: _____

Does the applicant have an IEP (Individualized Education Plan) or a Federal 504 Plan or have they received any special education services? Yes No
 If yes, on a separate sheet of paper, please explain and provide records prior to acceptance.

Church Information

Church Currently Attending

Church Name	Address	City	State	Zip
-------------	---------	------	-------	-----

Pastor's Name _____ Pastor's Phone (____) ____ - _____

Has the applicant accepted Jesus as Lord and Savior of their life? [] Yes [] No

Parent Commitment

Parent's Commitment to Harbor Light Christian School

Are you willing to give your time and energy volunteering to help at HLCS? [] Yes [] No

Parent's Commitment to the Christian Faith

Have you, as parent(s) received Jesus as Lord and Savior of your life? [] Yes [] No

Parent's Desire Christian Education for their Children

Do you desire an education for your child(ren) from a distinctly Christian perspective? [] Yes [] No

Briefly explain why you desire to have your child(ren) attend HLCS.

Harbor Light Christian School admits students of any race, color, national and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available, to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, athletic and other school administered programs, nor in the hiring of faculty or administration.



Statement of Parental Support

I/We Agree:

1. To faithfully support HLCS through prayer and a positive attitude;
2. To uphold the Statement of Faith and Philosophy of Education of HLCS;
3. To uphold and support high academic standards by providing a place at home for study and to encourage the completion of homework assignments;
4. To cooperate and support teachers and administrators in the enforcement of the policies of HLCS;
5. To discuss school concerns only with the people involved (parents, teachers, or administrators) and not around my/our child(ren); Matthew 18:15 “If your brothers sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.”
6. To grant authority to teachers and administrators to discipline my/our child(ren) within the standards of conduct established by HLCS;
7. To faithfully support and cooperate in enforcing the HLCS dress code policy;
8. To not tolerate profanity or obscenity in word or action; disrespect school personnel, parents, or other students;
9. To report any prescribed program of medication required for my/our child(ren);
10. To report any violation of the law and/or involvement with juvenile authorities to HCLCS;
11. To report any relevant psychiatric or psychological counseling information regarding my/our child(ren) to HLCS;
12. To pay reasonable assessments to cover damage to the school or the personal property of others caused by my/our child(ren);
13. To the best of my/our ability support, attend, and participate in school-sponsored meetings and activities;
14. To regularly attend church and encourage my/our child(ren) to actively participate in a local expression of the Body of Christ; and
15. To pay tuition and fees according to the financial policy of HLCS.

I/We have fully read the HLCS Handbook, Statement of Faith, Philosophy of Education, and am/are in full agreement.

Father's/Guardian's Signature

Date

Mother's/Guardian's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date



Student Questionnaire

Grades 7-12 Only

This Student Questionnaire is to be completed by applicants entering grades 7-12 in their own handwriting. Please feel free to add additional sheets of paper to complete your answers if necessary.

Name: _____ Grade applying for: _____

Have you accepted Jesus as Lord and Savior of your life? Yes No

If yes, describe your commitment to your relationship with Jesus. _____

What experiences do you hope to have while attending Harbor Light Christian School?

What are your plans after high school? _____

Why do you wish to attend Harbor Light Christian School? (Please write your personal feelings about attending Harbor Light Christian School and whether this is the school of your choice.):

On average, how many hours a day do you spend on homework? _____

Explain any challenges or difficulties you experienced during the last school year.

Do you attend church regularly? Yes No

If yes, which church do you attend? _____

What is the Pastor's name? _____

Do you spend time in Bible study and prayer? Regularly Occasionally Never

In what extracurricular activities are you interested? (Check as many as you wish)

- | | |
|--|--|
| <input type="checkbox"/> Music (Vocal/Instrumental) | <input type="checkbox"/> Drama |
| <input type="checkbox"/> Yearbook/School Newspaper | <input type="checkbox"/> Computer Applications/Programming |
| <input type="checkbox"/> Student Ministry | <input type="checkbox"/> Film/Video |
| <input type="checkbox"/> Student Government/Leadership | <input type="checkbox"/> Other (List below) |
| <input type="checkbox"/> Athletics (List sports below) | _____ |
| _____ | _____ |
| _____ | _____ |

Explain your involvement in these extracurricular activities in the last two years.

List any special awards or accomplishments you have received in the last two years.

Have you ever had any incidents with the law or do you have a police record (other than traffic offenses)? Yes No

If yes, please explain: _____

Describe your experience with alcohol, drugs and tobacco, and your present attitude regarding their use. _____



Student Essay

(Grades 9-12 only)

PLEASE WRITE A TWO TO THREE PAGE ESSAY. We would like to know how well you organize your thoughts and express them in writing, while at the same time telling us more about yourself. **Please write your essay as neatly as possible on separate paper. Typed essays will not be accepted.** While a sincere and well-thought out essay is most important to us, do your best to demonstrate logical organization, clear transitions between paragraphs, and proper sentence structure with absences of mechanical errors. In your essay, write on the following:

Describe 2-3 important life experiences that have helped shape the kind of person you are (for example, family experiences, activities, interests, hobbies, places in which you have lived or visited, service to others, etc.). Describe your relationship with God over the last few years leading up to the present, noting any high or low experiences you feel comfortable sharing with us.

I certify that all information given on the student questionnaire is correct and complete. I understand that any omission or misinformation may result in denial of my application or dismissal from Harbor Light Christian School.

Student Signature: _____ Date: _____



Parent Testimony

(To be completed by parent(s) or legal guardian, and returned with admissions packet)

Harbor Light Christian School is committed to a threefold partnership approach to education. We believe that the family, church, and school must be unified. We desire to provide young people with a sound education from a Biblical worldview, preparing them for life and equipping them to become the Christian leaders for tomorrow.

With this in mind, please share the following:

1. Describe your Spiritual Journey. _____

2. How do you foster a Christian atmosphere in your home? _____

3. What is your family's involvement in a local Church? _____



Pastor's Character Recommendation

_____ has applied for admission to Harbor Light
Applicant's full name

Christian School. We would welcome any comments or insights you have regarding his/her character and spiritual life. An outside perspective is valuable in getting to know an applicant better and helping us determine if Harbor Light Christian School is an appropriate placement. Thank you for your time.

1. In what capacity and for how long have you known the applicant?

2. Please share with us anything that highlights the applicant's character.

3. Please share why you believe it would be mutually beneficial for the applicant and Harbor Light Christian School if he/she attended the school.

4. Please share the applicant's relationship with his/her parent(s) and others.

5. To the best of your knowledge, what do you feel is the applicant's relationship with the Lord?

6. What involvement in your church, if any, have you observed on the part of this applicant?

7. Any other comments?

Signature _____ Date _____

Name (please print) _____

Relationship to student: _____ Telephone (____) ____-_____

Would you like us to phone you for further information regarding this applicant? Yes No

Please return this form in the envelope provided to:

Gary Urman, Administrator
Harbor Light Christian School
8333 Clayton Road
Harbor Springs, MI 49740



Emergency & Medical Information

To be completed by a parent/guardian

Student's Name _____
Home Phone (____) ____ - _____ Date of Birth ____/____/____ Gender M F
Address _____
Street City Zip
Father/guardian Name _____ Work Phone (____) ____ - _____
Mother/guardian Name _____ Work Phone (____) ____ - _____
Cell Phone Numbers _____

IN CASE OF EMERGENCY, and both parents/guardians are unavailable, please notify:

1st Choice Name _____ Phone _____ Relationship _____
2nd Choice Name _____ Phone _____ Relationship _____
Health Insurance Company _____ Policy Number _____
Employer _____ Group Number _____
Dental Plan _____

****Please notify us immediately if there are any changes in insurance carrier or coverage****

Allergies? Yes No

If yes, what kind of allergies and what type of reactions? _____

History – the applicant has had (please mark response):

- | | |
|---|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Kidney Disease |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Knee Problems |
| <input type="checkbox"/> Dislocation | <input type="checkbox"/> Mononucleosis |
| <input type="checkbox"/> Fracture | <input type="checkbox"/> Surgery in last 2 years |
| <input type="checkbox"/> Heart murmur/disease | <input type="checkbox"/> Rheumatic fever |
| <input type="checkbox"/> Hernia/Rupture | <input type="checkbox"/> Seizure Disorder |
| <input type="checkbox"/> Additional Serious Illness | **Date of Last Tetanus Booster ____/____/____ |

If you marked any of the above History, please explain. _____

List any medications taken by the student. _____

Family or Preferred Doctor _____ Phone _____
Family or Preferred Dentist _____ Phone _____



MEDICAL TREATMENT CONSENT

I/We the parent(s)/guardian(s) of _____ (student's name) recognize that in a medical emergency, medical treatment may be necessary for my/our child(ren). I/We do hereby consent to allow HLCS/the host family of my student to provide hospital care, or medical care as deemed necessary under the then existing circumstances and I/we will assume the expenses of such care.

Parent(s)/Guardian(s) Signature(s)

Father/Guardian

Date

Mother/Guardian

Date



MEDIA RELEASE FORM

I hereby grant to Harbor Light Christian School, their legal representative, or those for whom they are acting, the absolute right and permission to copyright and use, audiorecordings, videorecordings, academic work, and/or photographic portraits or pictures of me, and/or my child(ren), in whole or in part, in their marketing, advertising, promotional, and communications publications in hard-copy print, on their website, and/or broadcast and electronic media formats now existing or in the future created.

I hereby waive any right I may have to inspect or approve the finished product or products.

I hereby release Harbor Light Christian School, their representative, or those for whom they are acting, from any liability for any violation of any personal or proprietary right I may have in connection with the use of the above.

I hereby warrant that I am of legal age and have every right in my own name in the above regard. I state further that I have read the above authorization, release and agreement and that I am fully familiar with its contents.

Date _____

Signature _____

Parent/Guardian Signature (if minor) _____

Printed Name _____

Parent/Guardian Printed Name (if minor) _____

Printed Name(s) of Subject(s) _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ - _____ Email _____



Request for Release of Records

*Please complete and return to Kathy James, Harbor Light Christian School Office Manager.

Date _____

Name of Student _____

Date of Birth _____

Name of School Transferring From _____

Address of School Transferring From _____

City

State

Zip Code

I give my permission for the release of the following records to Harbor Light Christian School:

Current transcript of grades/credits earned

State and District test scores

Health and Immunization Records

Current MET or IEP if any

Cumulative School File

Parent/Legal Guardian Signature _____