

New Student Admissions Process



Step 1: Inquiry	Complete an Online Inquiry form. <i>(only one per family is necessary)</i>
Step 2: Scheduled Visit	Preschool - Parents will need to sign up for ONE of the Walk-Through/Open House events or contact admissions to schedule a tour. K-12 – Contact admissions to schedule a tour and follow-up family interview.
Step 3: Application	Once you have toured TCA, you will be instructed to begin the Application process. New families will create a FACTS account and complete the student information application. <ul style="list-style-type: none">• Click here to create an account. (use code TP-TN) After submission of the application, including: <ul style="list-style-type: none">• Certificate of Immunizations• Certified Birth Certificate (not the mother’s copy)• Custody documents, if applicable• Current physical or entrance physical (K)• Records Request Approval (1st-12th grade) You will receive instructions via email for completing Enrollment.
Step 4	The student’s file is reviewed by the Admissions Committee.
Step 5	Parents will be notified of a decision and when the contract will be issued.
Step 6: Enrollment	Complete online forms. Sign. Submit