



Application and Enrollment instructions

We are excited that you are considering Trinity Klein; where we Worship, Grow, Serve and Go! We cannot wait to help you get started in the admissions process. Listed below, are the steps to follow as you begin the application process for Early Enrichment through 8th grade.

Submit an Application

Your admission file begins once we receive your Online Application. To apply, please go to www.trinityklein.org click on the school tab and then click on “Apply Now”. Applications are accepted for new students beginning in February and are reviewed in the order they are received. **All applications** must be submitted with a copy of your child’s birth certificate and current immunization record. Applicants for 1st-8th grade must also submit the **2 most recent** Report Cards and testing scores from the previously attended school or schools. Applicants for grades 1-8 are also required to submit a Trinity Lutheran School Confidential Teacher Recommendation Form prior to acceptance. Applicants for Early Enrichment through Pre-Kindergarten are required to submit a statement of health from a physician.

All supplemental documentation must be received before an application is reviewed. The submission of an application does not constitute acceptance. Applications are reviewed by our Director of Admissions and parents will be notified in a timely manner with regard to application status.

Shadow Days for Applicants in 5th-8th Grade

Applicants for 5th-8th Grade will participate in a shadow day if school is currently in session. Applicants will shadow with students in the grade level they are currently enrolled. Shadow Days will be arranged by our Director of Admissions prior to acceptance.

Acceptance

Applicants will be informed of acceptance or denial of admission once all of the required application steps listed above have been completed. Once students are accepted into our program, parents are then given instructions for completing Online Enrollment. Placement into our school is based on the date of your completed Online Enrollment, FACTS Tuition Payment Plan set-up and payment of your registration fee. If an application is received and accepted for a class that is currently full, the student will be placed on a wait-list. **Classroom placement is not reserved until the registration fee has been paid and Online Enrollment (separate from Online Application) is complete.**

We are happy to answer any questions that you may have at any time during the application and enrollment process. Questions may be directed to our School Finance Manager and Registrar, Melissa Frerking at frerkingm@trinityklein.org.

Trinity Lutheran School admits students of any race, color, national, or 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 sex, race, color, national and ethnic origin in the administration of educational policies, employment practices, admission policies, financial aid, reduced tuition or grants, athletic and other school-administered programs.