**Ready to Join the**

**Tri-County Christian School Family?**

**Instructions for New Families**

1. Appointment with Administrator

*If you would like to learn more information about TCCS or are prepared to begin the application and enrollment process, your next step is to set up a meeting with our administrator, Mrs. Wendy Schardt. To do this, you may call the school at 815-233-1876 or make an online inquiry as outlined below. Our office will contact you to schedule the appointment.*

* Please go to www.tricountychristian.org
* Select **Enrollment Information** from the home page.
* Select **Online Application/New Families then Request More Information** to be contacted by our school to schedule an appointment.

1. Admissions Process

*The preferred method to apply to TCCS is to complete the application and enrollment \*online. Please follow the directions below. As a courtesy to our families, the online application process will retain your information from year to year in order to simplify the process following the initial year of enrollment.*

* Please go to [www.tricountychristian.org](http://www.tricountychristian.org)
* Select **Enrollment Information** from the home page.
* Select **Online Application/New Families then Create an Account** to apply/enroll to TCCS.
* You will receive an email requesting verification of your account.
* Click “Verify Account” and you will be redirected to your online account to complete your application.
* Follow the online prompts to complete the application and submit with the $25 online application fee.
* Once your application is approved, you will be contacted by the school and directed to complete your online enrollment. This is a two-step process. Once your application is approved, you will need to complete your enrollment online and submit it with your enrollment fee.

*\*If you prefer to complete the process with a paper application, contact the school office at 815-233-1875 or* [*tccsoffice@tricountychristian.org*](mailto:tccsoffice@tricountychristian.org) *for a copy.*