Online Application Procedures

Thank you for your interest in Christian education and Cedar Park Christian Schools. We believe we are only given one opportunity to instill values into our children that will serve them for a lifetime. We would love to partner with you in this endeavor.

The admissions area of our website (www.cpcsschools.com) is designed to make the application process as simple as possible using our Online Application. We encourage you to apply online as it simplifies submission and provides parents a tool for online tracking of their application.

- Go to www.cpcsschools.com
- Click on **Admissions** (in the body of the page under "New Families")
- Click **Apply Online Here**
- Click on **Create an Account**
- Fill in the required fields and click **Create Account**
- **You will need to check your email for a verification link. Once you get the link, you can log in and continue the online application for your child.**
- Follow the application instructions

You will need the following supplemental items to complete the application. Fees are required at the time of application and are submitted online by credit card.

1. **Birth Certificate (preschool – 12th)**
2. **Certificate of Immunization (preschool – 12th)**
3. **Church Leaders Form (K – 12th)**
4. **Report card (K – 12th)**
5. **Standardized test results (K – 12th)**
6. **High school transcript for high school students (9 – 12th)**
7. **Assessment after the application packet is submitted and complete (K - 5th)**
8. **Family interview (preschool – 12th) – an interview with an administrator will be scheduled after the application packet is complete.**

Online applications are NOT available for International Students: please contact the Admissions Office for a paper International application packet.

<u>Instructions for Creating a ParentsWeb Login</u>

- Please go to <u>www.renweb.com</u>.
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **CP-WA** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb as instructed above.

Once you have created a ParentsWeb Login, you will be able to access renweb.com at any time to change contact information and to monitor your child's assignments and grades.

If you have any questions about the process, please do not hesitate to contact our Admissions Office at the appropriate campus listed below.

Sincerely,

Admissions Office

Bothell Campus	**Bellevue Campus**	**Lynnwood Campus**	**Mill Creek Campus**
District Office 16300 – 112th Ave. NE Bothell, WA 98011 Phone: 425-488-9778 Fax: 425-483-5765	625 – 140th Ave. NE Bellevue, WA 98005 Phone: 425-746-3258 Fax: 425-274-0469	17931 – 64th Ave. West Lynnwood, WA 98037 Phone: (elementary) 425-742-9518 (secondary) 425-774-7773 Fax: 425-745-9306	13000 – 21st Drive SE Everett, WA 98208 Phone: 425-337-6992 Fax: 425-357-9399 **Mailing address:** PMB 641 13300 Bothell Everett Hwy. Mill Creek, WA 98012