



# Student Application Procedure

*We equip and nurture students to be servant leaders with a Christian Worldview who will impact their world for Christ.*  
2506 Zurich Drive, Fort Collins, CO 80524 • 970-494-1022 • Fax 970-494-1025

Return the appropriate paperwork listed below to the school office. All emailed documentation **must** be sent as a PDF. Handwritten applications or photographed images of the application and forms will **not** be accepted. Please email documents to the Registrar at [registrar@heritagechristian.info](mailto:registrar@heritagechristian.info)

## 1. The Complete Student Application.

### 2. References:

References must be sent or given directly to HCA. The contact information is on the reference form. For students enrolling in 1<sup>st</sup>-12<sup>th</sup> grade, a teacher reference is **mandatory**. Give the remaining reference forms to a pastor, a youth group leader, and then to the person of your choice.

- Two for elementary grades K-6
- Three for secondary grades 7-12.

### 3. Transcript/Report Cards

- A copy of the previous year and the most current grades/transcripts
- Homeschool students: a list of classes, textbooks, curriculum and grades for each grade level

### 4. IEP, 504, or Individual Academic Plan if Applicable

### 5. Immunization records or Immunization Exemptions

Per the State of Colorado and the Larimer County Health Department, all exemptions require either an exemption form with a doctor's signature or to be processed through the CDPHE website module. Both options require a copy of proof to be provided to Heritage.

### 6. Copy of Birth Certificate

### 7. Non- Refundable Fees:

- Application fee of \$45, due at the time of submission
- Testing fee of \$20. Grades K-6 required, grades 7-12 upon administration recommendation.
- Annual Family Enrollment Fee (AFEF). \$500 1st child, \$300 2nd child (\$800 family maximum)

Once the application and all necessary paperwork is received by the Registrar, it will be reviewed by the Administration, who may contact the family for an interview. Upon acceptance, a letter will be sent, and the family will finalize enrollment with the Finance Director.



Date _____
20____ - 20____
\$45 Application Fee    Paid_____
For office use only

# STUDENT APPLICATION

## A. Student Information

Legal Name (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Grade entering \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
**Please choose one if entering Kindergarten: Half-Day \_\_\_\_\_ Full-Day \_\_\_\_\_**

**Child lives with:**

- Both Parents     Mother Only     Father Only     Joint Custody     Mother & Step-Father     Father & Step-Mother     Grandparents
- Guardian

**Optional Ethnic Information:**

- Alaskan Native/American Indian     Asian/Pacific Islander     Black     Hispanic     White     Other \_\_\_\_\_

## B. Parent Information

**Father's Name** \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
 Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Mother's Name** \_\_\_\_\_ Mrs. \_\_\_\_\_ Ms. \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
 Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## C. Guardian Information (If Student is not living with parent)

**Guardian's Name** \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
 Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Guardian's Name** \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
 Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## D. Email Information

**HCA uses email as a main source of communication. Please list the most frequently checked emails. Indicate parent or guardian.**

E-mail Address \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

## E. Family Information

List all brothers and sisters, their ages, and the school they attend.

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

## F. Personal Information

In order of priority, please list and explain three (3) reasons why you as parents are seeking admission to Heritage Christian Academy:

1.

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2.

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3.

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Are you acquainted with anyone attending Heritage Christian Academy? \_\_\_\_\_

If yes, whom? \_\_\_\_\_

If you are new to Heritage, how did you learn about us? \_\_\_\_\_

(personal connection, internet search, HCA website, social media, print media, church, other)

**Guardian and Parent Testimony**

Tell us what being a Christian means to you.

**Father/Guardian:**

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**Mother/Guardian:**

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## G. Church Information

Does your family attend church? \_\_\_\_\_

Church attending \_\_\_\_\_ Pastor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Does the student attend regularly? \_\_\_\_\_ Involvement: \_\_\_\_\_

## H. Character Development

Parents, please respond on the following, giving us an idea of how you view your child.  
**Check the applicable boxes using #4 as the strongest and #1 as the weakest.**

QUALITIES	1	2	3	4
OBEDIENCE: responds willingly and immediately to wishes of authority				
RESPECTFULNESS: shows esteem and honor for God, others, self and toward property				
SELF-CONTROL: keeps hands to self; controls talking, emotions and behavior				
RELIABLE: is trustworthy and dependable in word and deed				
COURTEOUS: is polite, kind, considerate, gracious, patient, forgives, shares				
ATTENTIVENESS: pays careful attention; listens fully				
DILIGENCE: has steady energetic effort; makes good use of time; completes tasks and gets work in on time				
NEATNESS: is clean, organizes and cares for personal possessions, work and appearance				

# I. Student Academic Profile

What are the student's academic strengths?

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What are the student's academic weaknesses?

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Has the student ever been recommended for testing, tested and/or diagnosed for any of the following? Check all that apply. If any are checked, please explain the situation below giving specific information.

- |   |   |
|---|---|
| <input type="checkbox"/> Attention Deficit Disorder | <input type="checkbox"/> Speech/language impairment |
| <input type="checkbox"/> Dyslexic                   | <input type="checkbox"/> Hearing impairment         |
| <input type="checkbox"/> Hyperactivity              | <input type="checkbox"/> Visual impairment          |
| <input type="checkbox"/> Learning disability        | <input type="checkbox"/> Other: _____               |

Explanation of the above condition(s):

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Has the student received special academic help (such as tutoring) or a modified curriculum? If so, please describe.

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Please complete the following information regarding the school the student last attended:

Name of school \_\_\_\_\_ Dates attended \_\_\_\_\_

Has your child been suspended or dismissed from any school? \_\_\_\_\_ If yes, please explain.

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List any activities in which the student has participated or any awards received.

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List any community involvement.

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**J. Student Testimony to be filled out by the student (K-3 optional, 4-12 mandatory)**

Do you have a personal relationship with Jesus Christ? \_\_\_\_\_

Explain your relationship with Jesus Christ and how it influences the decisions you make and the friendships you have. \_\_\_\_\_

\_\_\_\_\_

I am applying to Heritage Christian Academy because: \_\_\_\_\_

\_\_\_\_\_

Do you wish to enroll for one year only? \_\_\_\_\_ If you would like to attend additional years, please explain.

# HERITAGE CHRISTIAN ACADEMY

## STATEMENT OF COOPERATION

The concept of the school and home working together is not a new one, but it is vital to the Christian growth and development of your student. As we understand one another and work together, the Lord can do great things in the life of your student and in the life of the school.

### There are some key areas in which we must cooperate:

1. In sending your student to Heritage, it is important that you realize we are seeking to provide an **excellent education** for them. We believe in testing, giving homework assignments and requiring students to be diligent workers. Your support in this area and your encouragement of your student will become a positive reinforcement to them.
2. The **attitude**, which your student has toward the school, is also a vital area. If a conflict or problem arises, please encourage your student to meet with the teacher. If not appeased, feel free to schedule a parent-teacher meeting. This approach promotes responsibility and averts complaining about the standards of Heritage Christian Academy. If things need to be corrected, we want to provide the necessary opportunities whereby you and the school can work toward successful solutions.
3. **Respect** is important in the Christian life. Respect for parents, teachers, peers, and those in authority is vital to proper thinking in the Christian life. We, therefore, expect respect and consideration from our students and parents and will seek to make this reciprocal. When people lose respect for one another, it breaks down communication and hinders confidence. When we respect one another, we will be able to discuss problems rationally and constructively. Matthew 18:15-22 teaches us the principle of how to properly handle complaints and offenses. Respect for property that does not belong to us is also extremely important. We would like each parent to stress with their students the need for taking care of equipment and refraining from marring or in any way being destructive to school and church property.
4. At Heritage, we believe in **discipline** that seeks to help students develop responsibility for their own actions. Steps that may be used to elicit proper behavior include prayer, sharing Biblical mandates, firm reprimands, detentions, restriction of activities, suspension, probation, and possibly expulsion. Your signature on this form authorizes us to use disciplinary action, as it seems wise and necessary for your student. We are committed to keep you abreast regarding such procedures.
5. During the normal course of the year, many forms, slips, papers, and reports will be sent home. It is extremely important that **report cards and special forms** needing your signature be signed and returned promptly. Your cooperation in this area is important. Notices will be sent for failure of the student to return such forms on time. If you have delayed the return of such a form for a particular reason, please contact us concerning the matter.

In the above statements, we were not able to list all the rules and regulations, but we have sought to emphasize the areas that will develop a good relationship between the school and home. It is imperative that the school and home are in agreement concerning the philosophy and goals of educating and molding the life of a student. In signing this document you are agreeing to adhere to the policies and decisions of Heritage Christian Academy.

Our office is always available if you have a question or problem.

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Parent/Guardian Signature

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Student Signature (4<sup>th</sup> –12<sup>th</sup> grade)

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Date

#### **Statement of Non-Discrimination**

Heritage Christian Academy admits students of any race, color, national and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school

# HERITAGE CHRISTIAN ACADEMY

## STUDENT LIFESTYLE STATEMENT

Heritage Christian Academy is a religious, non-profit Christian school representing Jesus Christ.

HCA expects students in grades 4 – 12 to *have an understanding and testimony of the impact of Jesus in their life. It is our desire at HCA, for the instruction and nurturing environment of our institution to produce the fruit of confession (Ro 10:9-10), boldness (1 Tim 4:12), and submissiveness in the disciple-making process (Luke 6:40).* Students will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. A student is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow students or school staff. The HCA Statement of Faith and Cooperation expects students to maintain a lifestyle based on biblical standards of moral conduct.

Moral misconduct includes, but is not limited to, sexual harassment, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). HCA believes that biblical marriage is limited to a covenant relationship between a man and a woman.

HCA students will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result disciplinary action or, in some cases, expulsion. It is the goal of HCA that each student will have a lifestyle where "...He might have the pre-eminence." Col. 1:18.

### ATHLETIC LIFESTYLE STATEMENT

Heritage Christian Academy (HCA) is a religious, non-profit Christian school representing Jesus Christ. HCA expects student athletes in grades 6 – 12 to *have an understanding and testimony of the impact of Jesus in their life. It is our desire at HCA, for the instruction and nurturing environment of our institution to produce the fruit of confession (Ro 10:9-10), boldness (1 Tim 4:12), and submissiveness in the disciple-making process (Luke 6:40).* Student athletes should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. A student athlete is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow student athletes, coaches, or school staff.

The HCA Statement of Faith and Cooperation expects student athletes to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct includes, but is not limited to, sexual harassment, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). HCA believes that biblical marriage is limited to a covenant relationship between a man and a woman.

HCA student athletes will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result disciplinary action or, in some cases, expulsion from the team. It is the goal of HCA that each student athlete will have a lifestyle where "...He might have the pre-eminence." Col. 1:18.

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Parent Signature

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Print Name

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Date

# HERITAGE CHRISTIAN ACADEMY

## STATEMENT OF FAITH

1. God is self-existent, infinite, sovereign, the source of all truth and life. He is the Triune God: God the Father, God the Son, and God the Holy Spirit. Genesis 1:1; 1 Kings 8:27; Psalm 90:2, 115:3; John 14:6; Matthew 28:19
2. God is the Creator and Sustainer of the universe. Through creation He reveals His eternal power, infinity, diversity and divine nature. Creation is the general revelation of God. Genesis 1:1-23; Romans 1:20
3. The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the expressed image of God the Father, is the only Savior of the world and the only mediator between God and man. Christ was born of a virgin. He was crucified, buried, and rose bodily from the grave. Christ will come again to establish His kingdom. Colossians 1:15-18; John 14:3, 6; 1 Timothy 2:5; Luke 1:34-38; Matthew 1:23, 3:17; 1 Corinthians 15:3-4
4. The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth sent to teach truth and to guide mankind into all truth. He convicts individuals of their disobedience to God; He presents the righteousness of Christ and convicts the world of the judgment at the cross. The Holy Spirit works in the unbeliever's life to bring him to Christ and to give new life. The Holy Spirit indwells the believer enabling him to obey God in the process of conforming him to Christ. John 14:16-17, 16:7-13; 1 Corinthians 6:19
5. The Bible is truth, the Living Word, the specific revelation of God to man. The Bible is inerrant, complete and is the final authority over man. Through the Scriptures man can have knowledge and wisdom about God, life and himself. John 17:17; 2 Timothy 3:16-17; 2 Peter 1:3; Romans 15:4; Matthew 5:18
6. God created man in His own image, after His likeness, for His glory. In his original state man had communion and fellowship with God. Man chose to disobey God. Disobedience to God is sin; thus sin entered the world. This resulted in man's separation from God, eternal death being passed on to subsequent generations and an imposed curse upon the rest of creation. Because of his sin nature, man omits God and thereby fails to relate himself and his knowledge to God. Genesis 1:26, 3:1-6; Romans 1:24-28, 5:12, 8:22-23
7. Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, who shed His blood in payment for sin. An individual is redeemed by God's grace through faith, not works or service. 2 Corinthians 5:17; Romans 5:1-11; Ephesians 2:8, 9; Titus 3:5
8. The believer matures into Christ-likeness as he submits to the Holy Spirit and obeys the Word of God. Being Christ-like is evidenced by the fruit of the Spirit, righteous living and good works. Maturing in Christ is a process evidenced by continual growth. Romans 8:29; 2 Corinthians 3:18; Galatians 5:22, 23; Ephesians 2:10; 2 Timothy 3:16-17
9. Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer God's power and grace are made available to the believer. Philippians 4: 6,7; Matthew 6:9-15; James 1:5
10. Christ has established the church and is its Head. Individuals are to be related to a local church for Christian worship, instruction, fellowship and service. Ephesians 5:23; Hebrews 10:24-25

*I have read the doctrinal statement and supporting Scriptural references and affirm the convictions therein.*

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Parent Signature

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Date

**Heritage Christian Academy**  
**Emergency/Medical Release Form**  
**School Year \_\_\_\_\_**



Student Name \_\_\_\_\_

Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

*I give permission for my student to take part in all school activities, premises, and absolve the school from liability to me or my student because of any injury to my student at school or during any school activity. I also grant permission to the school administration or school employee to take whatever steps they deem necessary in an emergency if I cannot be reached. This may mean administering first aid, obtaining assistance of a doctor, or going to the emergency room of a hospital.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PLEASE FILL OUT ONE FORM, IN ITS ENTIRETY, FOR EACH CHILD.**

**These forms are used individually for field trips or any event or activity that takes place away from HCA campus.**

List any physical or chronic health conditions as well as any allergies (including food, medications, seasonal)

\_\_\_\_\_

Does your child need to medicate during school hours? \_\_\_\_\_ If yes, please see office for form and more details.

Child's Doctor \_\_\_\_\_ Doctor's phone \_\_\_\_\_

Hospital of choice \_\_\_\_\_

Father's Name \_\_\_\_\_ Email \_\_\_\_\_

Cell \_\_\_\_\_ Land line \_\_\_\_\_ Work \_\_\_\_\_

Home Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Email \_\_\_\_\_

Cell \_\_\_\_\_ Land Line \_\_\_\_\_ Work \_\_\_\_\_

Home Address (if different) \_\_\_\_\_

Mailing Address (if different)

**Emergency and/or pick up authorization if parent(s) cannot be reached.**

**These contacts will reflect the current school year.**

**All previous contacts will be deleted. Keep in mind that you may add/delete contacts throughout the school year.**

1. \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Pick up? Yes or No

2. \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Pick up? Yes or No

3. \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Pick up? Yes or No

**PREVIOUS SCHOOL INFORMATION**  
**1<sup>ST</sup> - 12<sup>TH</sup> GRADE**

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Parent Name(s) \_\_\_\_\_

**PREVIOUS SCHOOL INFORMATION:**

Name of School \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Is your Student Currently Enrolled \_\_\_\_\_

Has Your Student Been Formally Withdrawn \_\_\_\_\_

Date of Withdrawal \_\_\_\_\_

Grade at Time of Withdrawal \_\_\_\_\_

**DID YOUR STUDENT PARTICIPATE IN HIGH SCHOOL SPORTS AT THIS SCHOOL?** \_\_\_\_\_

Sport \_\_\_\_\_ Year Played \_\_\_\_\_

Sport \_\_\_\_\_ Year Played \_\_\_\_\_

Sport \_\_\_\_\_ Year Played \_\_\_\_\_

<p><b>Office Use Only:</b> Requested Records _____ Date _____ Initial _____</p>
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## Student Reference Form

Thank you for taking the time to complete the form below.

Please return directly to the HCA Registrar at your earliest convenience.

**Email:** [registrar@heritagechristian.info](mailto:registrar@heritagechristian.info) **Mail:** 2506 Zurich Drive, Fort Collins, Colorado 80524 **Fax:** 970-494-1025

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**Name of Student** **Grade Entering** **Address**

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**Name of Reference** **Phone Number**

**Relationship to Applicant:** School Teacher \_\_\_\_ Pastor \_\_\_\_ Family Friend \_\_\_\_ Other \_\_\_\_

Check the applicable boxes using #4 as the strongest and #1 as the weakest.

	1	2	3	4	N/A
Character					
Behavior					
Relationship to peers					
Relationship to teachers, adults, sponsors, etc.					
Academic ability					
Response to discipline and/or guidance					
Church attendance, youth group participation, interest in church activities					

**Please comment in regard to this applicant's:**

Strengths: \_\_\_\_\_

Areas That Need Growth: \_\_\_\_\_

**Do you have personal knowledge or information that the applicant has used or has been involved in any of the following? Please check if you do.**

Smoking \_\_\_\_ Drinking alcohol \_\_\_\_ Using non-prescription drugs \_\_\_\_  
 Destroying private or public property \_\_\_\_ Fighting, bullying or over-aggressive behavior \_\_\_\_

**Do you recommend that we consider this applicant for admission to Heritage?**

Yes \_\_\_\_ No \_\_\_\_ Hesitate \_\_\_\_ Not sure or do not know enough about this student \_\_\_\_

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**Signature of person completing form** **Phone** **Date**



## Student Reference Form

Thank you for taking the time to complete the form below.  
Please return directly to the HCA Registrar at your earliest convenience.

**Email:** [registrar@heritagechristian.info](mailto:registrar@heritagechristian.info) **Mail:** 2506 Zurich Drive, Fort Collins, Colorado 80524 **Fax:** 970-494-1025

**Name of Student** **Grade Entering** **Address**

**Name of Reference** **Phone Number**

**Relationship to Applicant:** School Teacher \_\_\_\_ Pastor \_\_\_\_ Family Friend \_\_\_\_ Other \_\_\_\_

Check the applicable boxes using #4 as the strongest and #1 as the weakest.

	1	2	3	4	N/A
Character					
Behavior					
Relationship to peers					
Relationship to teachers, adults, sponsors, etc.					
Academic ability					
Response to discipline and/or guidance					
Church attendance, youth group participation, interest in church activities					

**Please comment in regard to this applicant's:**

Strengths: \_\_\_\_\_

Areas That Need Growth: \_\_\_\_\_

**Do you have personal knowledge or information that the applicant has used or has been involved in any of the following? Please check if you do.**

Smoking \_\_\_\_ Drinking alcohol \_\_\_\_ Using non-prescription drugs \_\_\_\_  
 Destroying private or public property \_\_\_\_ Fighting, bullying or over-aggressive behavior \_\_\_\_

**Do you recommend that we consider this applicant for admission to Heritage?**

Yes \_\_\_\_ No \_\_\_\_ Hesitate \_\_\_\_ Not sure or do not know enough about this student \_\_\_\_

\_\_\_\_\_  
Signature of person completing form

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date