



## Application Process

**Step 1: Attend an informational meeting.** This is the first mandatory step in the application process.

**Step 2: Submit an application** via the Legacy Prep website at [www.legacypca.org](http://www.legacypca.org). You will find the online application under the Admissions tab. You will complete the application and pay the application fee online. **All application fees are non-refundable.**

**Step 3: Submit all supplemental documents** listed on the application (birth certificate, social security card, health insurance card, student records, immunizations, recommendations, etc.). Your application will not be processed until all supplemental documentation is received. Please submit documents to:

Legacy Preparatory Christian Academy  
Attn: Admissions Officer  
9768 Research Forest Drive  
The Woodlands, TX 77354  
Email: [registrar@legacypca.org](mailto:registrar@legacypca.org)  
Fax: 936-755-1797

**Step 4: Complete an entrance exam.** You will be contacted by our Admissions Office to schedule your child's testing date.

**Step 5: Attend a family interview.** Once your file is complete, it will be forwarded to the Admissions Committee for their review. You will be contacted by an individual from the Admissions Committee to schedule your family interview.

**Step 6: Learn of your acceptance status.** After your family interview has been completed, you will receive a letter notifying you of your acceptance status. This notification may take up to three weeks during the busiest part of our application season. If accepted, you will receive a registration packet including instructions for proceeding with enrollment at Legacy.