



## Admissions Process Steps

1

### Attend an LCA Admissions Meeting.

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### Complete Online Application

- Create your account: [www.lucasca.com](http://www.lucasca.com)
- Admissions > Admissions Process > Online Application > Click Here
- **Verify your email address** by responding to the email sent after creating your account.
- Log in with the username and password you created.
- Create a new student application. You can save and return to the application as needed.
- Upload REQUIRED DOCUMENTS. Do not submit until **ALL** documents are uploaded.
- Pay Non-Refundable Application Fee (**PK: \$150 K-12 \$ 250**) **K-1<sup>st</sup> and 7<sup>th</sup> – 12<sup>th</sup> will pay the testing fee with their application fee. 2<sup>nd</sup> grade will pay at LCA on test day.**)

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### References Submitted

When a reference is completed, you will receive an email alert. If you have not received an alert for all 3 references, please contact them to be sure they are completed by the **due date**. Missing references can delay admissions for your child to the next semester.

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### Placement Testing

**ALL** students applying for **K-1<sup>st</sup>** will have a 30-minute one-on-one assessment with an LCA teacher.  
**ALL** students applying for **2<sup>nd</sup>** grade will take the Iowa Test at LCA.  
**ALL** students in **3<sup>rd</sup> – 6<sup>th</sup>** will submit a writing sample, emailed to you by our Elem. Department.  
**3<sup>rd</sup> – 6<sup>th</sup>** applicants will take the **ISEE Test** if they do not have standardize testing submitted.  
**ALL** students entering **7<sup>th</sup> -12<sup>th</sup>** will take a math skills test and complete a writing sample at LCA.  
**7<sup>th</sup>-12<sup>th</sup>** families will be contacted by the **Academic Advisor** to meet and discuss course selections.

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### Family Interviews

An application must be complete with **ALL** documents, including references, submitted on time before an interview can be offered. Interview invitations will be sent to families who the Admissions Committee sees that a successful partnership can be formed. Both parents and the student must attend the interview. \*If anyone other than the parents will be responsible for the T/Th satellite days, they must attend the interview as well.

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### LCA Decision Email

Every family will receive an email communicating the decision of the Admissions Committee.