

## **RUCA Application Process:**

1. Schedule a tour or attend an Open House:
  - phone: 484-297-9180
  - email: [info@riverstoneunited.com](mailto:info@riverstoneunited.com)
2. Submit an application here: <https://secure.gradelink.com/3785/enrollment>
  - register by entering your email & creating a password
  - you will then receive a confirmation email to confirm your account
  - enter your password to establish the account
  - proceed with completing the student application
3. The Administrative Team will request records from the student's previous school and review the application. Families will be notified once the application has been reviewed and processed.
4. The following documents will expedite the enrollment process (particularly when school is not in session):
  - current vaccine record and physical exam form
  - copy of most recent end-of-year report card and current report card
  - copy of most recent standardized test scores
  - homeschool evaluation, if applicable
  - IEP, 504 plan, if applicable
5. An interview with the Administrative Team will be scheduled for all new families. Student assessment of reading, math and writing skills may be necessary pending a final review of all academic records.
6. Complete enrollment by submitting a \$250 non-refundable registration fee.

A check made payable to *RUCA* can be mailed to:

PO Box 3011

West Chester, PA 19381