

## Admissions Process

### 1st Step - Review Evaluations/assessments

- I.E.P., 504 Plan, I.A.P., or Private diagnosis related to attention behavioral, learning or physical difficulties.
- Current report card
- Past 2 years of final report cards
- Transcript
- Student Information Report from current school

### 2nd Step - Application

**(IN ORDER TO HAVE YOUR ONLINE APPLICATION PROCESSED AND YOUR TESTING SCHEDULED, ALL ITEMS ON THIS CHECKLIST MUST BE SUBMITTED TO ADMISSIONS ALL TOGETHER).**

- Visit [www.orlandochristianprep.org](http://www.orlandochristianprep.org) and navigate to Admissions, then click the link for the Application.
- Create a new user account by clicking on “Create an Account.”
- Write your username and password below for future reference.

Username \_\_\_\_\_ Password \_\_\_\_\_

- Copy of Original Birth Certificate
- Current immunization Record on Florida Department Of Health form 680
- Current physical exam on Florida Department of Health for 3040

## Specific items per grade level needed:

### K2, K3, VPK & Kindergarten:

K2 applicants must be 2 yrs. old prior to starting; K3 applicants must be 3 yrs. old prior to starting; VPK applicants must be 4 yrs. old by Sept. 1<sup>st</sup>. Kindergarten applicants must be 5 yrs. old prior to Sept. 1<sup>st</sup>.

- Toddler Profile and/or Preschool Reference form (if applicable)
- VPK Assessment and Preschool progress reports for KG (Last assessment needed)
- Evaluation/school accommodations (if applicable)

### 1<sup>st</sup> – 7<sup>th</sup> grade applicants:

- Email address and Name of Current Teacher (Homeroom Teacher)
- Email address and Name of Principal, Head Master, or Guidance Counselor
- Current Report Card & Past 2 years of Final Report Cards
- Evaluation/school accommodations (if applicable)

### 8<sup>th</sup> – 12<sup>th</sup> grade applicants:

- Email address and Name of Math Teacher
- Email address and Name of English Teacher
- Email address and Name of Principal, Head Master or Counselor
- Current Report Card & Past 2 years of Final Report Cards
- Unofficial Transcript
- Student Information Report (if applicable)
- Evaluation/school accommodations (if applicable)

## 3rd Step - Enrollment

Enrollment is not finalized until Part 1 & Part 2 are completed.

Part 1 - The admissions office will email the family an acceptance or non-acceptance letter. The acceptance letter will have instructions how to finalize your enrollment, setup your FACTS account. This offer is only available for 5 business days to complete online.\*\*

Part 2 - Once the enrollment packet is submitted, the admissions office will contact you for any missing documents and will provide all the information for uniforms, supplies, lunch orders, FACTS & policies. Also, the finance department will send the tuition contract via email, that will need to be signed and returned to complete the enrollment process.

**\*\* If the enrollment package is not completed in that time period (5days), your student will be placed in the waiting pool and another family will be given the enrollment opportunity!**