



Admissions Checklist

- This information will serve as your guide as you complete the online application.
- Visit 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

Please use this as a guide to help you navigate enrolling your student.

- _____ Personal tour/Meeting with Admissions (email admissions@orlandochristianprep.org or call 407.823.9744)
- _____ Student Shadow **Grades 2nd – 12th** (optional)

Completing the Orlando Christian Preparatory Application for Admission:

- _____ Submit online Application with \$75 fee (\$50 for K2, K3, and VPK.)
- _____ Upload the following documents on the application.
- _____ If unable to upload at the time of submission, then please scan/email as soon as possible to admissions@orlandochristianprep.org, fax to 407.380.1186, or hand deliver.

All applications need the following:

- Picture: Head Shot of the student
- Copy of Birth Certificate
- If International birth, please provide proof of legal residency, such as: VISA, US passport, or other.

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. 1st. Kindergarten applicants must be 5 yrs. old prior to Sept. 1st.

- Toddler Profile
- Preschool Reference form (if applicable)
- Evaluation/school accommodations (if applicable)

1st – 7th grade applicants:

- Current Teacher Reference form
- Principal, Head Master, Counselor Reference form
- Current Report Card
- Past 2 years of Final Report Cards
- Evaluation/school accommodations (if applicable)

8th – 12th grade applicants:

- Math Teacher Reference form
- English Teacher Reference form
- Principal, Head Master, Counselor Reference form
- Current Report Card
- Last 2 years of Final Report Cards
- Unofficial Transcript
- Evaluation/school accommodations (if applicable)

_____ Screening/Testing for grades Kindergarten-12th

_____ *Upon Acceptance: Online Enrollment Packet sent via email to be completed within 10 business days of acceptance (if before July 1st. After July 1st, it must be completed within 5 business days.)

- Basic Beliefs and Continual Enrollment Agreement Contract
- Student Medical Information
- New Student Fee (\$100)
- International students do not qualify for payment plans or tuition assistance, therefore, upon acceptance, the annual tuition and fees are due in full and there is an additional fee of \$500.

*If Tuition Assistance is needed, complete the online FACTS Tuition Assistance Application immediately after acceptance is granted, by going to <https://online.factsmgt.com/aid>. International students do not qualify for Tuition Assistance.

_____ Post Enrollment

- Copy of Florida Certification of Immunization Form DH-680 – Proof of updated shot record.
- Due by August 1st for those starting next school year.
(*For those students starting mid-year we MUST receive by the first day the student starts school.*)
- Copy of Florida School Entry Health Physical DH-3040.
- Due by August 1st for those starting next school year.
FHSAA Physicals and other Physicals on Florida forms are also acceptable
(*For those students starting mid-year we MUST receive by the first day the student starts school.*)
- The Admissions Office will request final records from former school.
- Parents must notify former school of your child's withdrawal in writing.

Please read carefully: These forms are state required

Immunizations: State Law requires that immunizations MUST be on Florida form DH-680.

Students transferring from another state may take their records to a licensed medical facility and have the records transferred to the FL form. Out of state forms will meet school requirements for only the first fifteen days of school and then must be submitted to OCP on the FL form.

School Physical: Physical forms are required for all new students. Out of state physicals OR FL Form DH-3040 may be used. Only Florida physicians or the County Health Department Clinics have this form.

Grades 6 – 12 Athletes: Florida High School Athletic Association requires the athlete to obtain a physical. Physicals after May 1 will qualify for sports participation in the following school year. The FHSAA uses its own form, or other physicals can be stapled to it. Click here for FHSAA Athletic Forms.