

ADMISSIONS CHECKLIST 2025-26

These are the documents required to be uploaded to the online application.
The application can not be submitted until all of these documents are uploaded to your online application.

Please upload a clear legible copy of the following (cell phone pictures are not acceptable, however we will accept scanned copies as long as they are legible).

ALL STUDENTS:

- ___ Immunization Record - * FLDH Form 680
- ___ Current Physical Exam - *FLDH Form 3040
- ___ Copy of Birth Certificate
- ___ IEP/504 Plan, Psychological Evaluation, or Physician Diagnosis **if applicable** (must be submitted **before** an application)

**If moving from out of state, please turn in the current immunization and physical forms from your home state, with proof of appointment with a Florida physician for new forms.*

SPECIFIC ITEMS NEEDED PER GRADE LEVEL

| K2, K3, & K4 | KINDERGARTEN | 1ST - 5TH GRADE |
|---|--|---|
| <ul style="list-style-type: none"> ___ Toddler Assessment (if coming from homecare) ___ Preschool Profile (if transferring from daycare or another preschool) <p><i>*These documents can be found in the Supplemental Forms on the application, Orlando Christian Prep website, or obtained from the front office.*</i></p> | <p>Required Documents</p> <ul style="list-style-type: none"> ___ K4 Assessment and Preschool progress reports (Last assessment needed) ___ Evaluation/school accommodations (if applicable) | <p>Required Documents</p> <ul style="list-style-type: none"> ___ Current report card (submit on the application) ___ Past 2 years of final report cards (submit on the application) ___ Email address and name of current teacher (required to submit on the application) |

THE FOLLOWING DOCUMENTS ARE NOT REQUIRED, BUT ARE HELPFUL IN THE ADMISSIONS DECISION:

- ___ Pastor Recommendation Letter
- ___ Children's Pastor Recommendation Letter
- ___ Most recent Standardized Testing Results
- ___ STAR reading assessment
- ___ Student Information/Detail Report from current school (if coming from a public school)
- ___ Student Behavior Report (if coming from a private school)



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(CONTINUED)

6TH - 7TH GRADE APPLICANTS

Required Documents

- ___ Current report card (submit on the application)
- ___ Past 2 years of final report cards(submit on the application or email to admissions@orlandochristianprep.org)
- ___ Email addresses and names of two current teachers of a core subject (Math, English, Science or History) (required to submit on the application)
- ___ Email address and Name of a Principal, Head Master, or Guidance Counselor (required to submit on the application)

The following documents are not required, but are helpful in the Admissions decision:

- ___ Pastor Recommendation Letter
- ___ Youth Pastor Recommendation Letter
- ___ Most recent Standardized Testing Results
- ___ Student Information/Detail Report from current school (if coming from a public school)
- ___ Student Behavior Report (if coming from a private school)

8TH - 12TH GRADE APPLICANTS

Required Documents

- ___ Current report card (submit on the application)
- ___ Past **2 years** of final report cards(submit on the application)
- ___ Unofficial Transcript (submit on application)
- ___ Email addresses and names of two current teachers of a core subject (Math, English, Science or History) (required to submit on the application)
- ___ Email address and name of a Principal, Head Master, or Guidance Counselor (required to submit on the application)

The following documents are not required, but are helpful in the Admissions decision:

- ___ Pastor Recommendation Letter
- ___ Youth Pastor Recommendation Letter
- ___ Most recent Standardized Testing Results
- ___ Student Information/Detail Report from current school (if coming from a public school)
- ___ Student Behavior Report (if coming from a private school)
- ___ Community Service Hours
- ___ Academic awards received

POST ENTRANCE EVALUATION:

- Please allow the Admissions Team 48-72 hours after the Entrance Evaluation. Parent(s) will be contacted via email with next steps.
- If approved:
 - Elementary (K5 - 5th): Parents will receive instructions on how to enroll their student(s).
 - Middle & High School (6th - 12th): Parents will receive instructions on how to schedule the Family and Student Interview with Administration.
- If denied:
 - Parents will receive communication via email.
 - All decisions are final.
- If more information is needed:
 - Parents will receive communication via email.

AFTER THE FAMILY/STUDENT INTERVIEW (MIDDLE AND HIGH SCHOOL):

- All documentation, including academic records, admissions evaluation, interviews, recommendations and references will be reviewed.
- After careful, fair, and consistent review, parents will be notified via email of the Enrollment decision.
- If approved:
 - Parents will receive an email with instructions on how to complete the enrollment.
 - Please follow the steps in the email. You will be required to set up a payment plan via FACTS. After setting up this plan, you will return back to the enrollment to review and submit.
 - Please note that the enrollment packet is NOT complete until it is submitted! All families are required to set up the FACTS payment plan, regardless if you plan to use it or not.
 - ** If the enrollment package is not completed within three (3) days over the summer, and two (2) days for mid-year transfer, your student will be placed in the waiting pool and another family will be given the enrollment opportunity!
- If denied:
 - Parents will be notified via email.
 - All decisions are final. There are no appeals.

ENROLLMENT DOCUMENTS:

(once student is accepted, the following documents will be required)

- () FHSAA (Sports Physical required to participate in any sports for MS/HS only)
- () Official Withdrawal Form from current school