**First Christian Academy**

**24530 NW 199th Lane, High Springs, FL 32643**

**Phone 386-454-1641 Fax 386-454-9727**

**www.fcahighsprings.org**

**WHAT DOES IT TAKE TO BECOME A LION?**

***Enrollment involves an application, placement test, transfer of school and health records, and an interview with one or more members of the Administrative Staff. Please follow the steps below and submit all documents to the FCA Front Office.***

* **APPLICATION for ENROLLMENT**

\_\_\_ Complete the Student Enrollment Application and submit the ***$300.00 enrollment fee***. Enrollment fee is non-refundable if student chooses to leave the admissions process. Enrollment fee is refundable if it is determined during the admissions process that FCA will not be the best academic placement for student.

* **PRE-ADMISSION / PLACEMENT TEST**

\_\_\_ After your enrollment form is processed, a “*welcome email*” will be sent with information to schedule Pre-Admission Testing *(if student is entering Grade K – 8).*

* There is a non-refundable ***$40.00 test fee****, due on or before test date,* for ***all*** entering K-8 students *(scholarship and non-scholarship).*
* Scheduling for testing begins in April for students wishing to enroll for the following school year. Testing for current, mid-year enrollment is scheduled within a week of application.
* ***Pre-Admission*** ***Testing occurs 9:00am – 2:00pm during school days.***
* Pre-Admission Testing is based on the grade-level curriculum (math, reading, and writing) taught at FCA. The Pre-Admission Test and previous school records are used to evaluate how incoming students will transition into the FCA academic environment and curriculum. We strive to determine and meet the needs for all students and genuinely want the best placement for all students to grow academically, emotionally, and spiritually; *even if, at times, it is determined FCA may not be the best academic placement.* After the test and school records have been evaluated, an email notification will be sent regarding the continuation of enrollment status and to schedule an interview (if the admissions process is continued). *(Depending on when FCA receives official records from previous schools, this process time can vary)*
* **SCHOOL RECORDS**

\_\_\_ Sign a ***Request for Student Records*** release form and provide the office with all pertinent school names and fax numbers.

* *Regarding School Records* - Records requested from other schools will include official copies of Report Cards/Transcripts; Discipline Records pertaining to suspension or expulsion; Standardized Test results; the School-Entry Health Examination; an up-to-date copy of the Immunization Report *(or Immunization Exemption Waiver);* and a copy of the student’s Birth Certificate.

 *Note:* Unofficial copies of transcripts and hand-carried partial records will not be accepted as official documents*.* Official Transcripts must come directly from the previous school(s) before the student will be allowed to begin school at FCA. Transcripts may be faxed or mailed (from previous school).

* *Regarding Homeschool Student Records*- For validation purposes, any student who has been homeschooled for any grade (K-12) must submit a typed report showing the subjects taught, grades or assessments given (including standardized test results), and a list of textbooks and resource materials used for each course (Include title, grade/course level, and publisher information).
* *Regarding Mid-Year Enrollment for the Next School Year* - You must provide *a copy of the most recent Report Card*for the purpose of evaluating grades and class courses. Once the current school year is complete, the Records Request Form will be sent to the school(s) in order to receive an official copyof the Transcript/Report Card with finalized grades**.**
* *Regarding Current, Mid-Year Enrollment* – Please bring *a copy of* *the most recent Report Card* with the Student Application for the purpose of evaluating grades and class courses. Before the student may begin at FCA, we have to wait for the Official Transcript with finalized grades from the sending school, to include all education and health records as well.
* *Regarding Health Records: School Entry Health Examination, Immunization Records, and Birth Certificate*- Students in grades K-12, who are making their initial entry into a Florida school, must present a physical examination completed within the past 12 months, an up-to-date Immunization Record and a copy of the child’s birth certificate *(Health forms are provided to the parent by the child’s pediatrician or county health department)*
* **INTERVIEW – MEET WITH ADMINISTRATIVE STAFF (Administrator and/or Principal)**

\_\_\_ An interview with the Student and a Parent must take place with the Administrator and/or Principal. Interviews are scheduled by the Office Manager and take place after Pre-Admission Testing and previous school records are received.

* **ENROLLMENT COMPLETION**

 \_\_\_ A ***Tuition Payment Plan*** must be set up with the Financial Office in order to **complete** the enrollment process.

* **Note that *students may NOT begin school until all requested records,\*\*including health records and Birth Certificate\*\*, have been received.***

\_\_\_ ***Parent-Student Handbook*** - Each family is required to read and agree to abide by the policies and procedures listed.

* The Handbook is available in our front office and contains information and answers you need to know about school hours, dress code/uniforms, academic policies, attendance policies, etc.

*4/4/22*