

# APPLICATION CHECKLIST



## Acceptance Criteria

- Our family has read and agrees to The First Academy [“Admissions Criteria”](#) and [“Purpose Driven Enrollment”](#) document.

## Getting Started

- Schedule Your **Personal Campus Tour with Admissions**: [Inquire Online](#) or call 407.206.8602.
- Take a **Student Shadow Day** Grades 2<sup>nd</sup>-12<sup>th</sup> (recommended; not available during summer).

## Accessing the Application

\* **Do not withdraw from your current school until you have been accepted and enrolled at The First Academy.**

- Visit [thefirstacademy.org](http://thefirstacademy.org) and navigate [Admissions](#), then [Online Application](#)
- Complete the **“Create an Account”** form to make your account.
- Write your **“Application”** username and password below for future reference:

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

- Login at the **“Online Application / Login”** tab and **Start the Application**.

Complete one application per child. If completing more than one application, you may want to save your narrative answers in a “Word” document, so that you can cut and paste into the next child’s application.

## Submitting the Following

\* **Having trouble uploading? We have a solution for that, please scan/email, fax or hand-deliver to Admissions:**  
Email: [lynnhawkins@thefirstacademy.org](mailto:lynnhawkins@thefirstacademy.org) Fax: 407.206.8700.

### **Applies to All Applications:**

- Submit the Online Application Payment:** \$155.
- Provide recipient email address on application:**
  - Church Reference form
- Upload onto application:**
  - Picture: Head Shot of the student
  - Copy of Birth Certificate
  - Student Behavior Report (for example: the OCPS report is called “Student Detail Profile”).
  - If International birth, provide proof of legal residency, such as: VISA, U.S. passport, or other. Please see [International Student Section of our website](#) for all forms of documents needed.
  - Immunization Form DH 680 and Physical Form DH 3040 (*only required upon acceptance, but we strongly encourage you to submit in advance*).

## Grade Specific Items:

### K4, TK, Kindergarten:

\* K4 applicants must be 4 yrs. old by Sept. 1<sup>st</sup> and TK/K applicants must be 5 yrs. old by Sept. 1<sup>st</sup>.

- Provide recipient email address on application:**
  - Preschool Reference form
  - Parent Reference form
- Upload onto application:**
  - Evaluation/school accommodations (if applicable)

### 1<sup>st</sup> – 6<sup>th</sup> Grade:

- Provide recipient email address on application:**
  - Current Teacher Reference form
  - Principal, Head Master, Counselor Reference form
- Upload onto application:**
  - Current Report Card
  - Past 2 years of Final Report Cards
  - Past 2 years of Standardized Test Scores (send all front and back sides of reports)
  - Evaluation/school accommodations (if applicable)

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

- Provide recipient email address on application:**
  - Math Teacher Reference form
  - English Teacher Reference form
  - Principal, Head Master, Counselor Reference form
- Upload onto application:**
  - Current Report Card
  - Past 2 years of Final Report Cards
  - For 10th - 12th grade students, please provide a copy of your Unofficial Transcripts.  
*This can be obtained at your school's Guidance Office.*
  - Past 2 years of Standardized Test Scores (send all front and back sides of reports)
  - Evaluation/school accommodations (if applicable)

## After Applying

- Please retain a copy of all documents submitted with your file**
- If Tuition Assistance is needed for **1st - 12th grade students**, complete the online FACTS Tuition Assistance Application immediately after you submit a student application by going to <http://thefirstacademy.org/admissions/tuition-fees/tuition-assistance>.
  - \* International Students do not qualify for Tuition Assistance.
  - \* Tuition assistance is rarely awarded to K4, TK, and Kindergarten students.

- Write your **“FACTS”** username and password below for future reference (if you are applying for TA):  
Username: \_\_\_\_\_ Password: \_\_\_\_\_
- Screening/Testing for grades K4 – 8th
- If International student, all documents need to be officially translated to English. (Such as: report cards, birth certificate, etc.)
- Interview/Conference with the Principal

## If Accepted

- Upon Acceptance: **Online Enrollment Packet** sent via email to be completed within 5 business days of acceptance:
- Create New RenWeb username and password.**  
NOTE: This is different from the **“Application”** username and password.
- Write your new **“Enrollment/RenWeb”** username and password below for future reference:  
Username: \_\_\_\_\_ Password: \_\_\_\_\_
- Please complete the following:**
  - Reservation and Enrollment Agreement Contract
  - New Student Fee (\$1,000)
  - Enrollment Deposit (\$1,000 Grades K-12/\$650 for K4 and TK) (Applied to tuition balance).
  - International students do not qualify for payment plans or tuition assistance, therefore, upon acceptance, the annual tuition and fees, including the additional International Student Program Fee for each student, are due in full.
- Post Enrollment: Instructions sent via email**
  - Copy of Florida Certification of Immunization Form DH-680-Proof of updated shot record.
  - Copy of Florida School Entry Health Physical DH-3040.
  - Both of the above documents are due by August 1<sup>st</sup> for those starting the next school year.  
(For those students starting mid-year we MUST receive by the first day the student starts school).  
All dates on DH-3040 are acceptable.*
  - [FHSAA Physicals](#) and other Physicals, on Florida forms, are also acceptable if dated within a year of the start of school.
  - 
  - [Record Release form](#) signed by parent/guardian.  
The Admissions Office will request the final records from former school.  
Parents to notify former school of your child’s withdrawal in writing.
  - 
  - Purchase uniforms from [Dennis Uniform](#).

**Student's name is placed on grade list after all required enrollment forms/fees are on file.**

Please call the Admissions Office if we can be of further assistance to you 407.206.8602.

## State Requirements

### ***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 Florida form. Out of state forms will meet school requirements for only the first fifteen days of school and then must be submitted to TFA on the Florida form.

***School Physical:*** Physical forms are required for all new students. An out-of-state physical form is accepted if dated within one year of student's start date **or** if a Florida physical DH-3040 form is used, all dates are acceptable. Only Florida physicians or the County Health Department clinics have this form.

***Grades 6 – 12 Athletes:*** Florida High School Athletic Association (FHSAA) 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 forms, or other physicals can be stapled to it. Click [here](#) for the FHSAA Athletic forms. NOTE: (FHSAA forms should be submitted directly to the [TFA Athletic Department](#)). For more information call our Athletic office at: 407-206-8634.

#### **Helpful options if your primary care physician is not available:**

Centra Care - Dr. Phillips area

[https://centracare.org/florida/locations/fh\\_centra\\_care\\_dr\\_phillips/](https://centracare.org/florida/locations/fh_centra_care_dr_phillips/)

Centra Care - Downtown area

[https://centracare.org/florida/locations/fh\\_centra\\_care\\_south\\_orange](https://centracare.org/florida/locations/fh_centra_care_south_orange)

Department of Health - Orange County

<http://orange.floridahealth.gov/locations/central-health-center.html>