

# 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.
- Write your “FACTS” username and password below for future reference (if you are applying for TA):  
Username: \_\_\_\_\_ Password: \_\_\_\_\_

## Submitting the Following

**Having trouble uploading?** Please scan/email, fax or hand-deliver to Admissions:

Email: [kristisummers@thefirstacademy.org](mailto:kristisummers@thefirstacademy.org) Fax: 407-206-8700

- Submit the Online Application Payment:** \$155.
- Upload the Following - Applies to All Applications:**
  - Picture: Head Shot of the student
  - Copy of Birth Certificate
  - If International birth, please provide proof of legal residency, such as: VISA, U.S. passport, or other.
  - Church Reference form
- Upload 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>*

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

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

- Current Teacher Reference form
- Principal, Head Master, Counselor Reference form
- 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:**

- Math Teacher Reference form
- English Teacher Reference form
- Principal, Head Master, Counselor Reference form
- 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

- 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.
- Screening/Testing for grades K4 – 8th
- Interview/Conference with the Principal
- 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).

- Reservation and Enrollment Agreement Contract
- Student Medical Information
- 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 are due in full and there is an additional annual fee of \$3,500.

- Post Enrollment: Instructions sent via email
- Copy of Florida Certification of Immunization Form DH-680-Proof of updated shot record.
  - Due by August 1<sup>st</sup> 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 1<sup>st</sup> 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).
  - [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 FL 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 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 the FHSAA Athletic Forms.