New Families:

Please follow the directions below to complete the Online Application process:

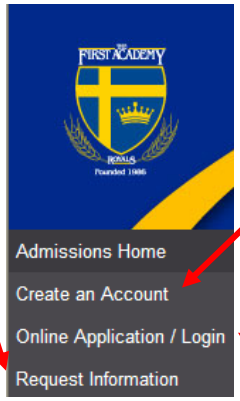
CREATE AN ONLINE ACCOUNT:

1. Go to The First Academy website: http://www.thefirstacademy.org

2. Click on **Admissions/Online Student Application.**

Note: You may also go to the Admissions Process and Criteria and click on Student Application.

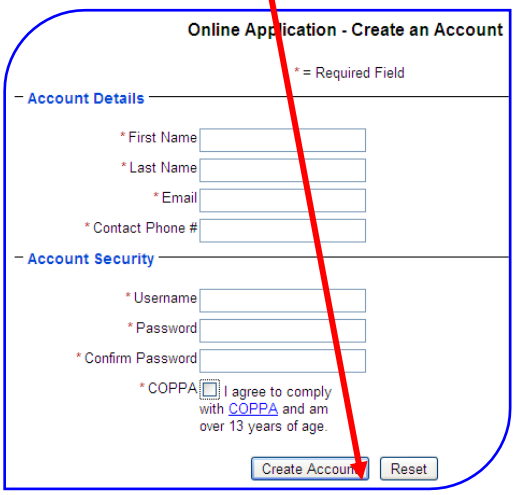
JUST WANT SOME INFORMATION?
Click on **Request Information** to receive additional information from our Admissions Office.



3. TO START THE APPLICATION PROCESS:
Click on **Create an Account.**
Write your: Username: _____
Password: _____

ALREADY HAVE AN ACCOUNT: Click on **Online Application / Login** to complete application and review your status,

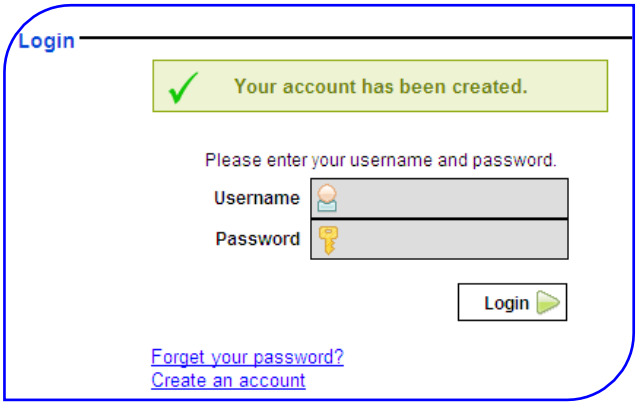
4. Enter your information in each field and click on the **Create Account** button.



After you click on **Create Account**, the Login window will appear.

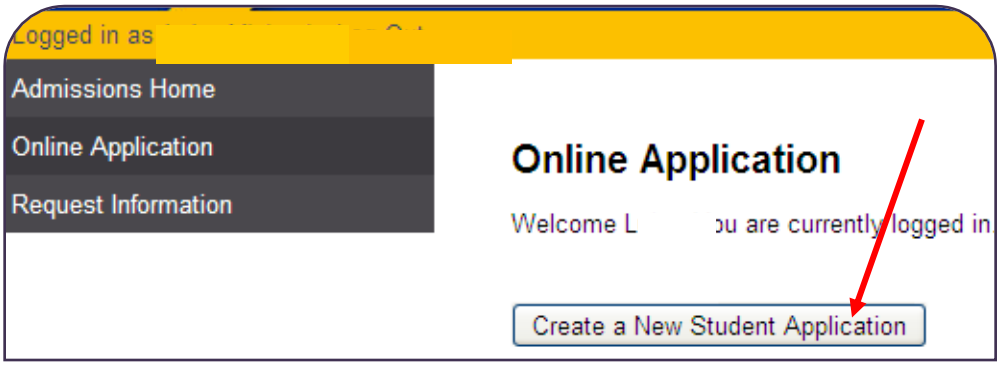
5. Enter your created Username and Password.

6. Click on **Login**.



STUDENT APPLICATION:

1. Click on the **Create a New Student Application** button.



2. In the grade level dropdown, select the grade level in the appropriate The First Academy division.

* The grade level you select will determine the School and applications available.

***K4 - 3 Day - Pre-Kindergarten-3 Day
**K4 - 5 Day - Pre-Kindergarten-5 Day
**TK - Transitional Kindergarten
*K - Kindergarten
01
02
03
04
05
06
07
08
09
10
11
12
TVA:09
TVA:10
TVA:11
TVA:12
TCS-*K
TCS-01
TCS-02
TCS-03
TCS-04
TCS-05
TCS-06
TCS-07
TCS-08
TCS-09
TCS-10
TCS-11
TCS-12

The First Academy
Grade levels

The Virtual Academy
Grade levels

The Classical School
Grade levels

TCS:Bas-*K
TCS:Bas-01
TCS:Bas-02
TCS:Bas-03
TCS:Bas-04
TCS:Bas-05
TCS:Bas-06
TCS:Bas-07
TCS:Bas-08
TFH-***3yr.
TFH-**4yr.
TFH-*K
TFH-01
TFH-02
TFH-03
TFH-04
TFH-05
TFH-06
TFH-07
TFH-08
TFH-09
TFH-10
TFH-11
TFH-12
PRE:**INFANTS
PRE:**WALKERS
PRE:*TODDLERS
PRE:2 YEARS
PRE:3 YEARS

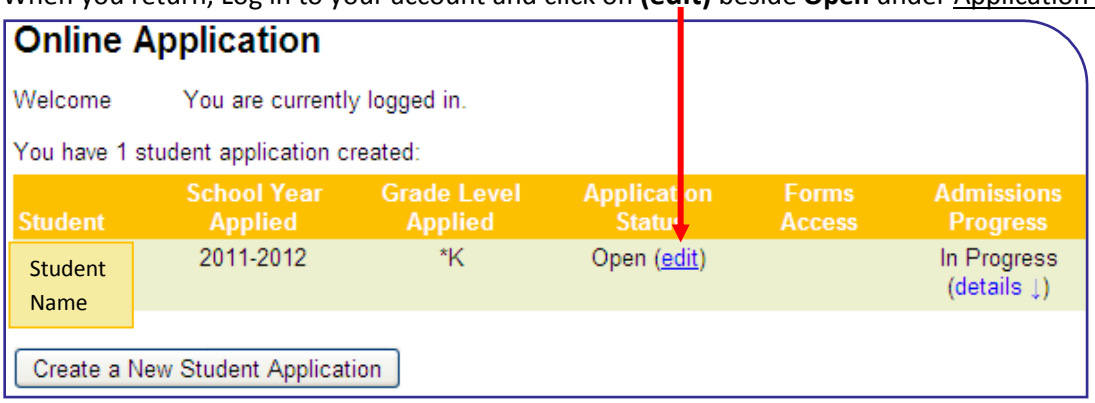
The Classical School
Basic Program
Grade levels

The First Hope
Grade levels

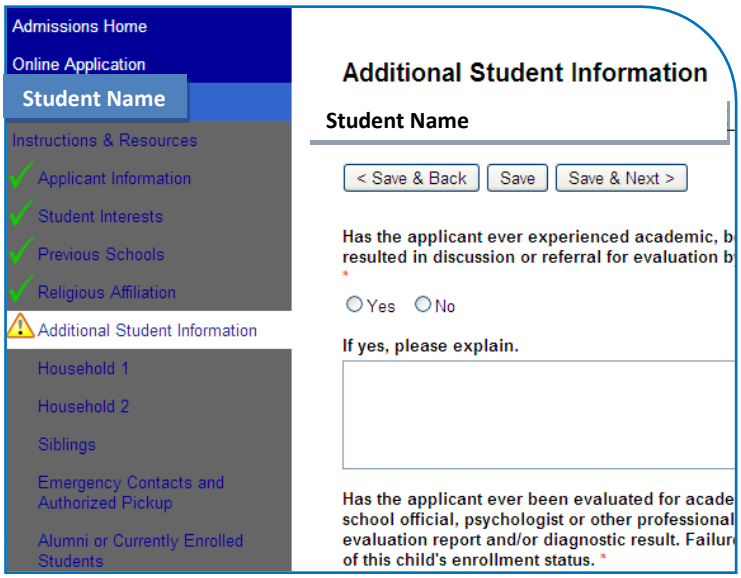
The Preschool
Grade levels

3. As you complete each section, click on the **Save & Next** button. If you are unable to complete the application, you may return later. All of the information you have entered will be saved.

When you return, Log in to your account and click on **(edit)** beside **Open** under Application Status.



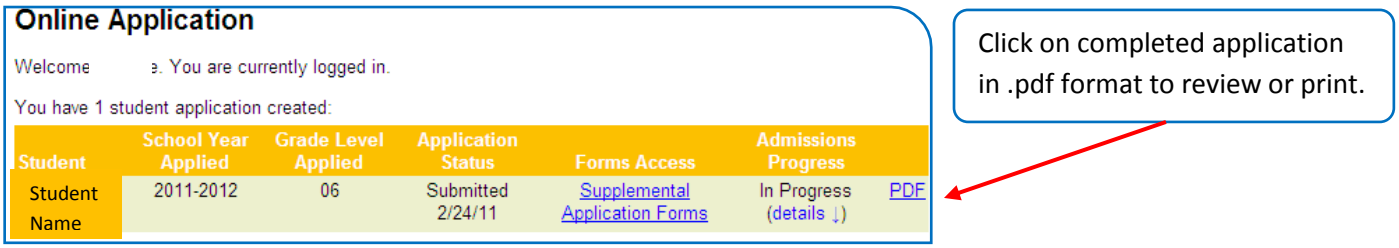
During the Application process, you will be able to see what sections have been completed ✓ on the left side of your Application page. To go directly to the next incomplete section, click on the ⚠ sign.



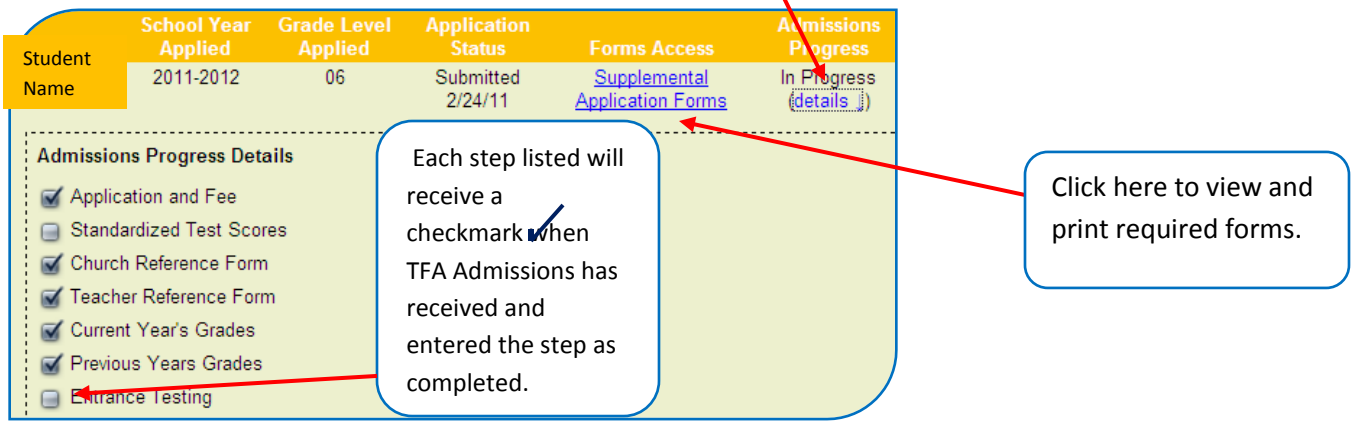
SUBMIT THE STUDENT APPLICATION:

When you submit the online student application, you will receive a confirmation number for payment and application submission. It will also save the student application as a .pdf so you may save and print the application.
You will also receive an email from the **Director of Admissions** confirming receipt of your student application.

Once you have submitted your completed application, the **Online Application** page will look like this:



To view your Admissions Progress - (**details**), click on the link - **details**.



Add the details on sending out references.