

## New Families:

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

### CREATE AN ONLINE ACCOUNT:

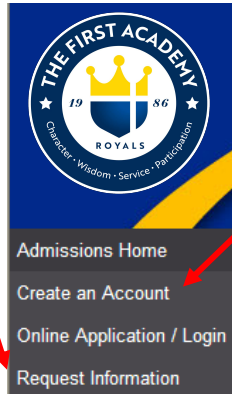
1. Go to The First Academy website: <http://www.thefirstacademy.org>

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.

<ul style="list-style-type: none"> <li>***K4 - 3 Day - Pre-Kindergarten-3 Day</li> <li>**K4 - 5 Day - Pre-Kindergarten-5 Day</li> <li>**TK - Transitional Kindergarten</li> <li>*K - Kindergarten</li> <li>01</li> <li>02</li> <li>03</li> <li>04</li> <li>05</li> <li>06</li> <li>07</li> <li>08</li> <li>09</li> <li>10</li> <li>11</li> <li style="background-color: #0056b3; color: white;">12</li> <li>TVA:09</li> <li>TVA:10</li> <li>TVA:11</li> <li>TVA:12</li> <li>TCS-*K</li> <li>TCS-01</li> <li>TCS-02</li> <li>TCS-03</li> <li>TCS-04</li> <li>TCS-05</li> <li>TCS-06</li> <li>TCS-07</li> <li>TCS-08</li> <li>TCS-09</li> <li>TCS-10</li> <li>TCS-11</li> <li>TCS-12</li> </ul>	<p><b>The First Academy</b> Grade levels</p> <p><b>The Virtual Academy</b> Grade levels</p> <p><b>The Classical School</b> Grade levels</p>	<ul style="list-style-type: none"> <li>TCS:Bas-*K</li> <li>TCS:Bas-01</li> <li>TCS:Bas-02</li> <li>TCS:Bas-03</li> <li>TCS:Bas-04</li> <li>TCS:Bas-05</li> <li>TCS:Bas-06</li> <li>TCS:Bas-07</li> <li>TCS:Bas-08</li> <li>TFH-***3yr.</li> <li>TFH-**4yr.</li> <li>TFH-*K</li> <li>TFH-01</li> <li>TFH-02</li> <li>TFH-03</li> <li>TFH-04</li> <li>TFH-05</li> <li>TFH-06</li> <li>TFH-07</li> <li>TFH-08</li> <li>TFH-09</li> <li>TFH-10</li> <li>TFH-11</li> <li>TFH-12</li> <li>PRE:**INFANTS</li> <li>PRE:**WALKERS</li> <li>PRE:*TODDLERS</li> <li>PRE:2 YEARS</li> <li>PRE:3 YEARS</li> </ul>	<p><b>The Classical School</b> <i>Basic Program</i> Grade levels</p> <p><b>The First Hope</b> Grade levels</p> <p><b>The Preschool</b> Grade levels</p>
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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.

### Online Application

Welcome You are currently logged in.

You have 1 student application created:

Student	School Year Applied	Grade Level Applied	Application Status	Forms Access	Admissions Progress
Student Name	2011-2012	*K	Open <a href="#">(edit)</a>		In Progress <a href="#">(details ↓)</a>

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.

Admissions Home  
 Online Application  
**Student Name**  
 Instructions & Resources  
 ✓ Applicant Information  
 ✓ Student Interests  
 ✓ Previous Schools  
 ✓ Religious Affiliation  
 ⚠ Additional Student Information  
 Household 1  
 Household 2  
 Siblings  
 Emergency Contacts and Authorized Pickup  
 Alumni or Currently Enrolled Students

### Additional Student Information

#### Student Name

< Save & Back   Save   Save & Next >

Has the applicant ever experienced academic, behavioral, or disciplinary issues that resulted in discussion or referral for evaluation by a school official, psychologist or other professional evaluation report and/or diagnostic result. Failure of this child's enrollment status. \*

Yes    No

If yes, please explain.

Has the applicant ever been evaluated for academic, behavioral, or disciplinary issues that resulted in discussion or referral for evaluation by a school official, psychologist or other professional evaluation report and/or diagnostic result. Failure of this child's enrollment status. \*

**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:

**Online Application**

Welcome [Name]. You are currently logged in.

You have 1 student application created:

Student Name	School Year Applied	Grade Level Applied	Application Status	Forms Access	Admissions Progress
[Student Name]	2011-2012	06	Submitted 2/24/11	<a href="#">Supplemental Application Forms</a>	In Progress (details ↓) <a href="#">PDF</a>

Click on completed application in .pdf format to review or print.

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

Student Name	School Year Applied	Grade Level Applied	Application Status	Forms Access	Admissions Progress
[Student Name]	2011-2012	06	Submitted 2/24/11	<a href="#">Supplemental Application Forms</a>	In Progress ( <a href="#">details</a> )

**Admissions Progress Details**

- Application and Fee
- Standardized Test Scores
- Church Reference Form
- Teacher Reference Form
- Current Year's Grades
- Previous Years Grades
- Entrance Testing

Each step listed will receive a checkmark when TFA Admissions has received and entered the step as completed.

Click here to view and print required forms.

**Add the details on sending out references.**