



ENROLLMENT PROCESS CHECKLIST

The following is the FCCS enrollment process for all students entering the K-12 program. Please feel free to call the school if you have any questions. **Note:** Kindergarten has a separate checklist.

- ☐ Schedule a school tour/meeting* to ask questions & determine if *moving forward with enrollment is feasible*
- ☐ Submit 3-Years Report Card/Grade History from previous schools; *this includes homeschooled students* & should be sent to the student records (***see below***) department. Also include latest test scores
- ☐ HS students must submit official/unofficial HS transcript (*completed courses & credits earned*) **to Registrar before the meeting***.
- ☐ If required - **Support Services** - Latest IEP, Educational Service Plan (504), Medical Diagnosis, or undiagnosed. Issues that require intervention or monitoring by FCCS must be disclosed & **documentation submitted to registrar* for review by the ESS Director, before submitting & paying the application fee.**
- ☐ **Submit Online Application (<https://fcc.school>) - Note: Review Tuition & Fees Schedule First**
- ☐ **Schedule Student Entry Assessment** - Allow 48 - 72 hrs. for results

Note: FCCS may not approve students requiring accommodations, if we are unable to provide the needed services. Services that we can accommodate are subject to availability of space, staff, and parent approval of support fees. ** This also applies to students diagnosed after they become FCCS students.

☐ Character reference letter (*non-family member*) is required for all 3rd grade and up students. FCCS will request a confidential reference (*academic, attendance & discipline*) from previous schools which will be sent directly to the Admissions Director.

☐ **Financial Information:** Scholarship Award & Payment Authorization Form Completed & Submitted

Note: School Entry documents – Parents must present required entry documents listed below, with the application.

- ☐ Copy of Original Birth Certificate (*info must match application**)
- ☐ Florida State Immunization Form (*7th grade students MUST have an updated form*)
- ☐ Florida State Physical Form, dated within 12 months of start date
- ☐ Legal documentation proving custodial parent rights, if applicable* x

*****Note: Withholding *important academic, attendance or behavioral issues* will jeopardize enrollment at FCCS.**

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****Student Records:** mmelendez@fcclive.com