



ENROLLMENT PROCESS CHECKLIST

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.

- Schedule a school tour/pre-enrollment meeting to 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 (*Space Limited*)** - Latest IEP, Educational Service Plan (504), Medical Diagnosis, or information of undiagnosed behaviors that may disrupt the learning environment. This information must be disclosed upfront & documentation submitted for review by our ESS Director, to determine whether enrollment is feasible.
 - Invitation to Submit Online Application** - Note: **Review & Agree to Tuition & Fees**
 - Complete & Pass Entry Assessment** - Allow 48 - 72 hrs. for results via email
- 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*) for all students/families. FCCS will also request (*with parent consent*) confidential reference from the previous schools (*academic, attendance & discipline*).
 - Meeting with Elementary or Upper School Administration once all grades and required student history is received
 - Enrollment Decision Sent to Parents via email.
 - If Approved, Final Meeting with Enrollment Director:** Discuss & finalize tuition & fees, and Payment Plan Authorization Form.

Note: School Entry documents – Parents must submit required entry documents during the document review stage.

- 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*

****Note: Withholding *important academic, attendance or behavioral issues will jeopardize continued enrollment at FCCS. This includes getting a diagnosis after enrollment.***

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Enrollment Office Phone: 352-241-0323 Ext. 748 Fax: 352-432-3165
School Website: <https://fcc.school>

***School Registrar/Enrollment:** brichardson@fcclive.com

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