



ENROLLMENT PROCESS CHECKLIST

The following is the FCCS enrollment process for all students entering for 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 *(to determine if you want to move forward with the process)*
- ☐ Submit Online Application (school.fcclive.com) - **Note:** Review Tuition & Fees Schedule First
- ☐ Schedule Student Entry Assessment & Meeting with Admin*
- ☐ 3-Year Report Card/Grade History from previous schools, *including homeschooled*
- ☐ Previously homeschooled students are also required to submit grade history; HS students are required to submit an official transcript, to include a portfolio of completed work, assessments and projects.
- ☐ HS students must submit official/unofficial HS transcript* *(completed courses & credits)* **before** meeting.
- ☐ Financial arrangements completed
- ☐ **Support Services** - Latest IEP, Educational Service Plan (504), Medical Diagnosis, or undiagnosed issues that require intervention by FCCS must be disclosed & documentation shared, before entry assessment and admin meeting.

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 space availability & staff.

- ☐ **All Students 3rd grade & above** must submit a letter telling us a little about themselves, their hobbies, and state their reason for wanting to attend FCCS, and include what our school can expect from them. **Letter must be emailed, or hand delivered directly to our Registrar***

School Entry documents must be submitted to STUDENT RECORDS immediately, once the student is approved to attend:

- ☐ 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
- ☐ Scholarship Award Notification: see stepupforstudents.org *(if applicable)* - must be submitted to Registrar via email

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

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School Website: school.fcclive.com

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

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