



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/meeting (*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 - Allow 48 hrs for results
- 3-Year Report Card/Grade History from previous schools, *including homeschooled before assessment*
- 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/Parents 5th grade & above must sign a cooperation agreement, if approved to attend.** A character reference letter from a non-family member (Pastor's/Teachers) must be submitted for all middle/high school students. Letters must be emailed, or hand delivered directly to our Registrar/Enrollment Manager before the start of school.

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 and Payment Plan Form: As instructed by the school

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

2500 South U.S. Hwy 27, Clermont, Florida 34711
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School Website: school.fcclive.com

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

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