



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 to ask questions & determine *if you like to move forward with enrollment*)
- Submit Online Application (school.fcclive.com) - **Note:** Review *Tuition & Fees Schedule*
- Schedule Student Entry Assessment - *Allow 48 hrs. for results*
- 3-Years Report Card/Grade History from previous schools, *including homeschooled before assessment*
Note: Homeschool HS Students must pass EOC assessments to have credits approved.
- HS students must submit official/unofficial HS transcript (*completed courses & credits*) **before** meeting.
- 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 for the application.

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 parents approval of support fees. ** This also applies to students diagnosed after they become FCCS students.

- All Students/Parents 3rd grade & above must sign a cooperation agreement, if approved to attend.** FCCS will request a confidential *reference from previous schools which will be sent directly to the Admissions Director.*

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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School Website: school.fcclive.com

*School Registrar/Enrollment: brichardson@fcclive.com

**Student Records: sdmccroskey@fcclive.com