



Enrollment Procedures 2018-2019

Dear Applicant,

Thank you for your interest in Victory Christian Academy. This guide is meant to assist you through our application process. Applicants must have a commendable behavioral record in order to be considered for admission.

Steps to Enrollment

1. Parents must attend an Open House event. (Please call 407-295-3332 ext.1 to schedule an appointment.)
2. Complete an application which includes the following:
 - a. \$50 non-refundable & non-transferable Application Fee (Note: This fee is assessed in order to process the application. It does not reserve a space for the applicant.)
 - b. Admissions Test (\$20 per student) - Testing Schedule: Tuesday-Friday between 9:00 am & 11:00 am. Please call the office to register.)
 - c. VPK Assessment (Students enrolling in K5)
 - d. Most recent Report Card (Grades 1-11)
 - e. Standardized Test Scores (Grades 4-12)
 - f. Teacher Recommendation Form (Grades K5-6)
 - g. English & Math Teacher Recommendation Forms (Grades 7-12)
 - h. Step Up For Students Award Letter or McKay Letter of Intent (if applicable)
3. Family Interview with Admissions Counselor or Principal is required upon administrative request.
 - When your application and documentation have been received, they will be submitted to the Admission Committee for its decision. You will be notified in writing of the Committee's decision.
 - Upon acceptance parents are required to submit up-to-date copies of the student's School Entry Health Exam form and the Florida Certification of Immunization form. Students entering 6th grade are required to complete a scoliosis screening. Parents must submit results of this screening.
 - Direct Paying Parents: The first tuition payment and Book Fee are due on or before August 5, 2017, in order to finalize student's enrollment. Invoices will be emailed in July.
 - All newly enrolled parents **must** attend our **Mandatory** New Parent Meeting & Teacher Orientation. (Dates: TBA)

Students may be required to attend our Summer Program as a part of the enrollment process. Attendance of our summer program **does not** guarantee acceptance for the subsequent school year.