



# Enrollment Procedures

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 nor guarantee admission.**)
  - b. Admissions Test (\$20 per student) - Testing Schedule: Tuesday-Friday between 9:00 am & 11:00 am. (Please call the office to make appointment.)
  - 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) (**This form is required to process the application. Failure to submit this form can delay processing or applicant denial.**)
  - g. English & Math Teacher Recommendation Forms (Grades 7-12) (**These forms are required to process the application. Failure to submit these forms can delay processing or applicant denial.**)
  - h. A copy of Step Up For Students or Triple A 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 final 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 6<sup>th</sup> 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 in August. Invoices will be emailed in July.
  - All newly enrolled parents **are required** to attend our **Mandatory** New Parent Meeting & Teacher Orientation. (Dates: TBA)
  - Students in grades 1-11 may be required to attend our Summer Program as a part of the enrollment process. All Kindergarten students will be required to attend our 4 week Summer Enrichment program as a part of the enrollment process. Attendance of our summer program **does not** guarantee acceptance for the subsequent school year.