



Enrollment Process for Elementary/Middle School

Step 1: Tour Our Academy

Experience the difference our academy offers. We invite you to schedule a tour at a time that works best for your family and see our learning environment firsthand.

Step 2: Complete Application

You must fill out an official application, including student information, academic history, emergency contacts, medical details and turn in the following to our office:

- Registration Fee Payment (non-refundable)
- Copy of most recent report card
- Copy of most recent standardized test scores
- Current psychological testing and IEP or 504 Plan for students with learning challenges

Please note: all required documents and fees must be received before a family conference can be scheduled.

Step 3: Conference

Once all required documents have been submitted, our office will contact you to review tuition details and provide information regarding the Step Up for Students Scholarship. During this call, we will outline the tuition fees, available payment options, and any financial aid opportunities. If you have not yet applied for scholarship assistance, we will guide you through the steps to begin the application process.

Step 4: Admission Interview

After your application and all required documents have been reviewed, our office will schedule an appointment for you to meet with the Principal and/or School Administrator. During this interview, additional testing may be conducted if needed.

The purpose of this face-to-face meeting is to ensure that the student is a strong fit for our school and that our school is a strong fit for the student. We will also review school policies, procedures, uniforms, and expectations to support your child's success.

Step 5: Admission Decision

You will be notified of acceptance, waitlist placement, or if additional information is needed to complete the review process.

Step 6: Complete the Enrollment Packet



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Upon acceptance to Living Faith Academy, all required enrollment documents must be completed and submitted to our office before your child's first day of attendance.

- ✓ Birth Certificate
- ✓ Social Security Card
- ✓ Medical Examination (on yellow, DH 3040 available from doctor or clinic)
- ✓ Immunization Records (DH 680 available from doctor or clinic)
- ✓ Complete Registration Form
- ✓ Enrollment Agreement Form
- ✓ Read and sign Parent/Guardian Elementary Handbook Acknowledgement
- ✓ Image Consent Form
- ✓ Medical/Emergency Treatment and Transportation Waiver of Liability Form
- ✓ Registration Fee & First Tuition Payment (if applicable)

Things to Know

Age of Entrance:

- Students must be aged 5 by September 1st to enter Kindergarten

There are no exceptions to this requirement.

Immunization:

Florida law requires that every child have a DH 680 Certificate of Immunization on file with the school.

This immunization record must comply with the following requirements:

- **MMR:** 2 doses are required, given at 12 months of age or older.
- **Measles:** 1 dose at 12 months of age or older
- **Mumps:** 1 dose at 12 months of age or older
- **Rubella:** 1 dose at 12 months of age or older
- **Tdap:** 1 dose is required for all 7th grade students

The DH 680 Certificate must have Part A, Part B, or Part C completed and signed by a Florida-licensed physician before a child can be admitted to school.