

Student name: _____



High School Transfer Student Admissions Checklist

Application and deposit:

- Complete and turn in the high school application
- Turn in \$100 deposit to be applied toward instructional fees
- Complete application essay, "Why I Want to Attend First Academy"

Records: (*Copies must be provided to the office before meeting with the administrator.*)

- Report card showing promotion to ninth grade
- Transcript
- Latest achievement test results or FCAT scores
- Verification of community service hours from previous school

Reference forms (3): (Please include one from each category, if possible.)

- Pastor or youth leader
- Teacher who is familiar with applicant's academic record
- Someone who knows student well, but is not a relative

Interview:

- Student interview with administrator ****Student must schedule appointment (not parent)****

Admissions requirements:

- Admission essay to be completed in school office (Topic to be assigned)
- Immunization Record (DOH Form 680) with seventh grade requirements met
- School or sports physical completed within one year
- Birth certificate (copy)
- Social Security card (copy)

Fees:

New student registration fee must be brought to \$0 balance by due date.
Instructional fee must be brought to \$0 balance by due date.

Parent/Guardian, please initial one:

- My child has not taken Algebra 1 for high school credit.
- My child has taken Algebra 1 for high school credit.
- If so, please provide a middle school transcript denoting high school credit.

Parent/Guardian, please read and sign the following:

My student is not transferring from his or her previous school to avoid disciplinary action.

Parent name (Please print)

Parent signature

Initial here if your student has not completed any community service hours in high school.

ALL DOCUMENTATION MUST BE TURNED IN TO THE SCHOOL OFFICE, AND ALL STEPS COMPLETED BEFORE STUDENT WILL BE CONSIDERED FOR ACCEPTANCE TO FIRST ACADEMY.