

## **ADMISSION POLICY**

Living Springs Academy accepts students in grades K through 8. To be eligible for admission, children must be physically, mentally, emotionally, and socially mature enough to work at their prescribed level. Before applying, parents must disclose if their child has an Individual Education Plan (IEP) at the current school and Financial Aid documentation, if applicable.

Every parent who presents their child for admission pledges to adhere to the expectations set forth in this handbook. It is understood that if a student or parent breaks his pledge, the student's right to attend the school is forfeited. The student and parent(s) will sign a written statement stating that they have read and understood the Student Handbook and the policies stated therein and are willing to abide by them. Students are admitted /retained in Living Springs Academy at the discretion of faculty and School Board.

## **ADMISSION REQUIREMENTS**

### **New Students**

#### **AGE**

- Children entering Kindergarten must be at least five (5) years old by September 1st of the year that they are enrolled.
- Children entering First Grade must be at least six (6) years old by September 1st of the year that they are enrolled.
- Proof of age is necessary at the time of application.

## ADMISSION REQUIREMENTS

### New Students Application

- Online Application
- Recommendation forms
  - If applicant has an Individual Education Plan (IEP),
    - One of the Recommendation Forms must be from an educator, identifying the grade level of course(s) taken, the present level of performance (PLP), and what accommodations were used.

### Acceptance: (required before Enrolling)

- All SDA student applications** are accepted or denied by School Board action
- All non-SDA student applications** are presented to an admission committee, consisting of the Principal, the church Pastor, and the School Board Chair
  - It is necessary for parents/guardians and the new student to personally meet with this committee for an interview.
  - The admission committee then confers with the School Board for acceptance or denial of the application.
  - It may be necessary for new students to be evaluated to ascertain correct grade level placement for proper enrollment.
  - New applicants will be placed under a 6 week probationary status.
- Records Transfer Request form** – A request for official records, signed by the parent, will be mailed by our school once the applicant has been accepted. At minimum, the cumulative folder from the last school attended is required before an applicant is considered enrolled

## ENROLLMENT REQUIREMENTS FOR ALL STUDENTS

**\*NOTE – A child may NOT attend class until ALL updated forms are on file:**

- Medical forms** - Florida state law requires ALL schools to keep forms updated
- Partnership contract**
- Financial contract** (accompanied by Registration Fee)
- Copies:**
  - Birth Certificate, Social Security card, Health Insurance card, and Report Card from the last school attended. If applicable, the Individual Education Plan (IEP) must be included. At minimum, the cumulative folder from the last school attended is required before an applicant is considered as an enrolled student.

## **ENROLLMENT DEADLINES for ALL STUDENTS**

**January** – Intent Letter from all qualified returning students

**February** – Returning students enroll online via Parents Web to guarantee a reserved spot

**March** – Open enrollment period begins for new applicants to:

- Attend the family interview
- Submit the application packet
- Receive an acceptance notification
- Submit the enrollment packet with payment for registration dues

**July** – Registration due for all students must be paid in full in order to be completely enrolled

**August** – Tuition payment #1 of 10 is due by the first day of school

**LATE REGISTRATION** - May become available as space and staffing allows. All steps in the enrollment process must be completed. Full uniform, registration dues, and 1st month tuition are required before a student is admitted to class.