



PARKWAY CHRISTIAN SCHOOL

Building a Future for His Children

Accredited - FCIS - Florida Council of Independent Schools

Application Checklist

Step 1 – Application – All Grades

- ☐ Complete Application Form online - Grades Kindergarten Prep – Eighth
- ☐ Pay the *non-refundable* Application Fee – Grades Kindergarten Prep – Eighth
- ☐ **Kindergarten Prep** (must be 4 years old by September 1st of school year) must submit full payment of required non-refundable *Enrollment Fees* and copies of *Required Application Documents* (see below) now. Kindergarten Prep automatically accepted for admission.
- ☐ **Kindergarten** (must be 5 years old by September 1st of school year) must submit a partial payment of enrollment fees now and, if student is accepted, payment will be applied toward required non-refundable *Enrollment Fees*. Kindergarten will be notified of acceptance decision after the admission entrance assessment.

Step 2 – Admission Entrance Assessment- Grades Kindergarten - Eighth

Kindergarten admission entrance assessments take place in late spring.

- ☐ Make appointment for admission entrance assessment– A member of the admissions team will contact you. Current PCPS students need not make an appointment as they are assessed during one of their school days.

Step 3 – Required Application Documents – All Grades

To be submitted electronically with online Application or, if applicable, no later than 48 hrs. before the entrance assessment

- ☐ Copy of student's birth certificate (not the original)
- ☐ Copy of 2 most recent years of Report Cards (if applicable)
- ☐ Copy of 2 most recent years of standardized test scores (if applicable)
- ☐ Original Teacher Recommendation Form received directly from student's current school (Grades 1-8)

Step 4 – Acceptance Decision - Grades Kindergarten - Eighth

The admissions team will contact you with the decision via letter or, if necessary, by phone. If your child is accepted for admission and you choose to enroll, go to Step 5.

Step 5 –Enrollment – If accepted for admission

- ☐ **Kindergarten** Submit payment of balance due of required non-refundable Enrollment Fees online for each student and turn in required Enrollment Documents (see Step 6)
- ☐ **Grades First - Eighth** Submit payment of required non-refundable Enrollment Fees online for each student and turn in required Enrollment Documents (see Step 6)
(payment for siblings may be combined on 1 check)

Step 6 – Required Enrollment Documents – All Grades

The following documents are due at time of enrollment

- ☐ Completed Online Enrollment Form
- ☐ Completed Tuition Agreement Form with completed applicable Tuition Express Form
- ☐ Completed and Notarized Parent/Student/School Agreement
- ☐ State of Florida Health Forms - per State of Florida Statutes, student may not be allowed to attend class when they are scheduled to start school if required forms are not turned in to the school
 - DH 680 Form - Original Florida Certificate of Immunization - **Grade 7** must include 7th Grade Tdap requirement **or** DH 681 Form - Religious Exemption from Immunization
 - DH 3040 Form - Original Health Examination Form- **Grade 6** must include a scoliosis screening