



## APPLICATION & ADMISSIONS PROCEDURE CHECKLIST

*We are a Christ-Centered Learning Community*

Students are admitted to The Orlando Lutheran Academy upon completion of a two-part process:

**APPLICATION PROCESS-** See the chart below for the elements required to apply for enrollment. All elements must be completed before a decision will be made to accept or decline the application for enrollment.

**ADMISISON PROCESS-** Upon acceptance of application for enrollment see the chart below for the elements required for admission. All requirements must be completed before a student is considered admitted.

### APPLICATION PROCESS

Completed	Form Number	Description
	APP1011-AP	Application for Admission including non-refundable \$100 application fee.
	APP1011-AR	Administrative Recommendation Form
	APP1011-TR	Teacher Recommendation Form
	APP1011-PR	Pastor/Church Worker Recommendation Form
	N/A	Copy of transcript or most recent report card
	N/A	Copy of most recent standardized test scores
	N/A	Copy of educational program documentation: IEP, AIP, EP (if applicable)
	APP1011-EE	Complete entrance exam

**NOTE:** THE APPLICATION PROCESS LISTED ABOVE MUST BE COMPLETED BEFORE ACTION WILL BE TAKEN ON ANY APPLICATION FOR ENROLLMENT. FORMS TO COMPLETE THE ADMISSIONS PROCESS LISTED BELOW WILL BE GIVEN TO FAMILIES AFTER THEIR APPLICATION FOR ENROLLMENT HAS BEEN ACCEPTED.

### ADMISSIONS PROCESS

Completed	Form Number	Description
	FIN1011-EN	Registration Form including non-refundable \$625 registration fee.
	ADM1011-RL	Permission to Release Records Form
	ADM1011-HI	Student Health and Insurance Form
	ADM1011-CR	Class Request Form (High School Only)
	ADM1011-AC	Association Membership Confirmation Form
	N/A	Copy of birth certificate
	N/A	Copy of current immunization records

*The Orlando Lutheran Academy has been established to serve the young people of the Greater Orlando area. It admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, admission policies, student aid, and athletic and other school administered programs.*