

# Admissions Checklist

## Getting Started

- Schedule Your Personal Campus Tour with the Academy Director.
- New Families must complete Online Application.
- Families who already have a student attending Deeper Root Academy and wish to enroll another child must request a Sibling Admissions Packet from the Main Office.

## Online Application and Uploads

Please Note: *Do not withdraw from your current school until you have been accepted **and** enrolled at Deeper Root Academy.*

- Visit [www.deeperrootacademy.org](http://www.deeperrootacademy.org) and navigate Admissions, then complete the **Online Application**.
- Be prepared to **upload** the following documents: Birth Certificate, Recent Report Card\*, Recent Test Scores\*, IEP documents\*. Immunization Form DH 680 & Physical Form DH 3040 may also be uploaded at this time but is only **required upon acceptance**.

*\*If applicable*

Having trouble uploading? We have a solution for that, please scan/email or fax to Admissions:  
**Email:** [deeperrootacademy@gmail.com](mailto:deeperrootacademy@gmail.com) **Fax:** 407.270.6756

Upon completion of the Online Application, you will be prompted to submit the New Student Enrollment Fee of \$100.00.

## Submit the Following

Applies to All Applications:

- Submit the New Student Enrollment Fee: \$100.
- Navigate Admissions to **Download Recommendation Letters**. Give these forms to your child's current school. These should be completed by the school and submitted directly to Deeper Root Academy Admissions via email ([admissions@deeperrootacademy.org](mailto:admissions@deeperrootacademy.org)) or fax (4072706756).

### After Applying

- Please retain a copy of all documents submitted with your file.
  - Student Screening (You will be notified via email to schedule your child's screening.)
  - If Tuition Assistance is needed, complete the online FACTS Tuition Assistance Application immediately after you submit a student application by going to <https://online.factsmgt.com/signin/4JQ4V>
- \* Tuition assistance is based on need and available funds. Scholarships are typically reserved for families not already receiving Step Up, McKay or Gardiner assistance.*
- Write "FACTS" username and password below for future reference (if applying for Tuition Assistance):

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### If Accepted

- Upon Acceptance: An Admissions Letter will be sent via email with final forms to be completed within 5 business days.
- Be prepared to upload the following:
  - Copy of Florida Certification of Immunization Form DH-680-Proof of updated shot record.
  - Copy of Florida School Entry Health Physical DH-3040.

The above documents are due by July 31<sup>st</sup> for those starting the next school year. For those students starting mid-year we MUST receive by the first day the student begins school). *FHSAA Physicals and other Physicals, on Florida forms, are also acceptable if dated within a year of the start of school.*

- The Admissions Office will request the final records from former school. Parents notify former school of your child's withdrawal in writing.

- Purchase Uniforms

#### **Uniform Purchase Dates:**

Dates: June 30, 2020  
July 14, 2020  
July 28, 2020  
August 4, 2020

Location: D.R.A. Campus  
Time: 5:00 – 7:00pm

Student's name is placed on grade list after **ALL** required enrollment forms/fees are on file. Please call the Admissions Office if we can be of further assistance to you at 407-270-6755.

### Grade Specific Items:

Navigate Admissions to see Grade Specific Activities.

**Infant/Toddler Activity Fee:** \$60.00

**Preschool (K2/K3/K4) Activity Fee:** \$170.00

**Kindergarten thru 2<sup>nd</sup> Grade Activity Fee:** \$234.00

**3<sup>rd</sup> Grade thru 8<sup>th</sup> Grade Activity Fee:** \$294.00

*If accepted, the Activity Fees will be billed and due by August 1<sup>st</sup> annually. All Fees are Non- Refundable.*

### State Requirements

PLEASE READ CAREFULLY: THESE FORMS ARE STATE REQUIRED

**Immunizations:** State Law requires that immunizations MUST be on Florida form DH-680. Students transferring from another state may take their records to a licensed medical facility and have the records transferred to the Florida form. Out of state forms will meet school requirements for only the first fifteen days of school and then must be submitted to TFA on the Florida form.

**School Physical:** Physical forms are required for all new students. An out-of-state physical form is accepted if dated within one year of student's start date or if a Florida physical DH-3040 form is used, all dates are acceptable. Only Florida physicians or the County Health Department clinics have this form.

*(These are only required upon acceptance.)*