



# ELEMENTARY APPLICATION STEPS

**1. COMPLETE ACADEMIC ASSESSMENT.** You will need to submit copies of the following academic information for your student. This information can be scanned and emailed to [admissions@nflchurch.com](mailto:admissions@nflchurch.com) or delivered in person to our Middle School Office. Required documentation includes:

- Copies of last 3 years of report cards
- Copies of last 3 years of standardized test scores
- Any IEP, 504 and/or accommodation plans
- Teacher recommendation form

The only grade not required to submit report cards or test scores is kindergarten, as there will be no report cards or test scores for a previous grade. If there are less than 3 years of academic materials, submit only what exists; for example, an incoming first grader would only need to submit documents for kindergarten, an incoming second grader would need to submit documents for kindergarten and first grade, etc.

The teacher recommendation form will be sent from our Admissions Office to the previous year's teacher(s).

All academic information is reviewed by our admissions committee. Should your student be admissible, our Admissions Office will reach out to you with steps to complete the online application.

**2. COMPILE ALL NECESSARY DOCUMENTATION** for the application, including:

- Birth Certificate
- State of Florida Immunization records
- School entry physical form signed by pediatrician

All documentation must be in either .pdf or .doc format.

**3. COMPLETE THE ONLINE APPLICATION.**

**\*\*DO NOT COMPLETE THE APPLICATION UNTIL YOU HEAR FROM OUR ADMISSIONS OFFICE\*\***

The application is all electronic, and can be found online on our [website](#). The application opens on March 7<sup>th</sup>. As part of the application, you will need to upload the documents listed above into the application. All documents must be submitted to be able to complete the application. There is a \$250 application fee per student that is paid as part of the application. The application cannot be submitted until the fee is paid. Additionally, the application fee is non-refundable. Do not apply until given the go ahead by the admissions staff.

**4. TOUR NFC.** You are welcome to tour NFC at any point during the admissions process. Tours are set up on an individual family basis and can be set up through our Admissions Office. More information is on our [website](#) or by calling the admissions office.

For more information or assistance with our application and admissions process, please reach out to Lynn Burgess, Interim Director of Admissions, at [admissions@nflchurch.com](mailto:admissions@nflchurch.com) or via phone at 850-386-6327 ext. 195.