



Orlando Christian Preparatory (OCP) admits new students based on a completed online admissions application, required records, entrance exam, and an administrative interview.

Our Admissions Team consists of the Admissions Director, the school Principal, the division Principal, the Guidance Counselor, the Student Support Specialist, and the Deans. Prospective students are students who desire a Christian education. OCP's curriculum is thoughtfully designed from its beginning in preschool through its culmination in high school to ensure students are challenged and prepared for the future. Christian education is first and foremost the responsibility of the Christian home. The Christian school has been established to enable parents to obey God's command to give their children a Christian education while obeying the laws of the land. The purpose of OCP is to educate and train the whole student physically, emotionally, intellectually and spiritually. In cooperation with homes and churches, OCP seeks to produce Christ-likeness in each student.

Extra-curricular activities such as athletics and fine arts exist to develop the whole child, while honoring and glorifying God through their talents and abilities.



## \* Requirements for Admissions for all students:

Students must hold a GPA of 2.0 to be considered for admission.

Students must have favorable conduct and satisfactory behavior.

Students must speak and write fluent English.

Required Documents:

**\*Please upload the following required documents in a single-file PDF format to your online application. (please do NOT take a picture of the document . All documents should be either scanned or copied in a single-file, pdf format.):**

- Evaluations/Assessments (IEP, 504, Psychological Evaluation or Doctor Reports: Please email along with the most current report card AND two prior year's report cards to admissions@orlandochristianprep.org) before applying.
- Immunization Record - FLDH Form 680
- Current Physical Exam - FLDH Health Form 3040
- Copy of Birth Certificate
- Preschool Assessment
- Grades 1 - 9 - Submit last two years of report cards and current grades
- Current High School Transcript (can be unofficial) for grades 10-12 (grades 8 & 9 if high school courses were taken)
- Teacher Recommendations (K5 - 5th grade need 1; 6th - 12th grade need 3; provide teacher email addresses to the Admissions office and a form will be emailed to them.)

## \* Documents Not Required but Helpful in Admissions Decision:

- Pastor Recommendation Letter
- Youth Pastor Recommendation Letter
- Any reading assessment for incoming students grades 2nd - 6th (STAR, I-Ready, IXL, SATIO)
- Student Detail Report (if coming from public school)
- Behavior Report (if coming from private school)
- Most Recent Standardized Tests

### \* K2 (2yrs old), K3 (3yrs old), K4 (4yrs old)

K2 applicants must be 2 years old prior to September 1st of the school year. K3 applicants must be 3 years old prior to September 1st of the school year. K4 applicants must be 4 years old prior to September 1st of the school year.

Must upload all required documents to the online application in the proper format.

### \* Kindergarten

- Kindergarten applicants must be 5 years old prior to September 1st of the school year.
- An age-appropriate readiness test will be administered to determine eligibility for Kindergarten.
- Must upload all required documents to the online application in the proper format.

### \* 1st - 5th grade

- Must be a suitable age for grade level.
- An entrance evaluation will be administered to determine grade level readiness.
- Must upload all required documents to the online application in the proper format.

### \* Middle School (6th-8th grade)

- Must be a suitable age for grade level.
- An entrance evaluation will be administered to determine grade level readiness.
- The entrance evaluation will include word pronunciation, sentence comprehension, a 3-paragraph essay, and math. The entrance evaluation will take place on campus with a proctor.
- Must upload all required documents to the online application in the proper format.

### \* High School (9th-12th grade)

- Must be a suitable age for grade level.
- An entrance evaluation will be administered to determine grade level readiness.
- The entrance evaluation will include word pronunciation, sentence comprehension, a 3-paragraph essay, and math. The entrance evaluation will take place on campus with a proctor.
- Must upload all required documents to the online application in the proper format.
- Official transcripts from previous school required.
- Must be younger than 19 years and 6 months at the time of graduation.

### \* How we select our students:

At Orlando Christian Prep, we are looking for students who desire a Christian education, support the spiritual environment of the school, are in good standing at their current school, and who aspire to achieve academic success.

- All documents requested must be uploaded onto the application.
- Students must have a minimum 2.0 GPA.
- Students must be in good standing with their previous school.
- Students must exhibit good conduct and behavior.
- Students must display a positive attitude.
- Students must demonstrate a willingness to participate in spiritual development, including but not limited to Bible classes, chapel services etc.
- Students must be receptive to attending a Christian school.
- Parents must sign and agree to OCP's Statement of Faith, and commit to support the school and the school's leadership.

When deciding if OCP is the right school for your student, please note that we do not accept students who:

- Have been expelled from a previous school.
- Have continued conduct or behavior issues that resulted in multiple or repeated suspensions.
- Are not in good standing financially or academically with their previous school.
- Have been involved with alcohol or illegal drugs, or are exiting a drug treatment program.
- Score two grade levels below or more on the Admissions test.

Application materials submitted are not returned to the parent. Please keep a copy for your records.

### \* IEPs, 504 and Special Learning Needs

If a student is applying for OCP and has an IEP or 504 plan from a public school, a psychological evaluation, or special learning needs, they are required to submit all documentation **before** beginning an application. Our Admissions Team, including our Student Support staff member, will review the documents and determine if OCP is able to accommodate the student's educational needs. If the application process can be started, it will be communicated to the parent by our Admissions Director via email.

In an effort to serve our students with the highest level of academic support, OCP will only grant admissions to students we feel will succeed in the classroom. Since we do not modify curriculum, or have ESE services, we can only accommodate a certain level of academic, behavioral and social need. However, OCP will do our best to accommodate any student that we can.

### \* New student application process

This is the process that will be followed by the Admissions department. After the application is filled out and submitted online, the application will be reviewed by the Director of Admissions and the Principal.

- Entrance Evaluation
- Student Essay (Grades 6 - 12)
- Parent Interview
- Student Interview
- Parent/Student Agreement
- Decision
- Acceptance
- Denial
- Financial
- Scholarships

### \* Entrance evaluation

An Entrance evaluation will be scheduled after the application is submitted. This evaluation will determine the age equivalency for incoming Kindergarten and 1st grade students, and grade level equivalency for incoming 2nd through 12th grade students.

The Entrance evaluation, along with the previously submitted documents will be reviewed by the Admissions Committee. Based on this review, additional documents or information may be requested. The Entrance evaluation will be used to determine if the student is able to handle the educational program at OCP.

A re-evaluation may be requested at the discretion of the Admissions Committee. There may be a charge associated with the re-evaluation.

Results of the Entrance evaluation will be a part of the student's application packet. Parents will not be given a copy of the results, nor will the Director of Admissions go over results with the parents.

### \* Student essay

All incoming 6th-12th grade students will be required to write and submit an essay as part of the Entrance evaluation, outlining their desire to attend OCP. Students must include why they want to attend, and how they feel they will be an asset to the school.

Incoming 6th-8th grade students are required to write at least three paragraphs.

9th-12th grade students are required to write at least five paragraphs.

**The essay will be written by the student during the Entrance evaluation.**

### \* Parent Interview

Following the Admissions Evaluation, and upon approval of the evaluation results and academic documents turned in, an interview will be scheduled with either the Principal or the Dean of Students. During the interview, the school administrator will review the school's mission, vision, core values, curriculum, conduct and behavior documents, and communication. Questions will be asked of the parent, included but not limited to the student's academic history, conduct and behavior history, spiritual condition, and other related topics. Parts of the Parent/Student Agreement are reviewed and affirmed before a final decision will be made. Parents are encouraged to take the time to ensure they understand the documents, policies, etc. of the school. Parents will have an opportunity to ask questions.

Please note, if the Admissions Evaluation and/or academic documents are below our expected average, a parent interview may not be scheduled.

### \* Student Interview

Prospective 6th - 12th grade students will be required to have an interview with the Principal or the Dean of Students as part of the application process. Age-appropriate questions will be asked to create a full picture of the student.

### \* Parent/Student Agreement

It is required that parents agree to follow the school's policies and demonstrate cooperation in attitude, words, and actions. A student is to display good moral character and obey the school's policies. Each student that is accepted will be placed on a conditional nine-week trial period. If the student fails to make academic progress or does not adjust to the expectations of the school, OCP will reconsider their continuance.

### \* Decision

All steps must be completed before a student is invited to enroll, or denied admission. All documents, essays, and interviews are reviewed in a detailed and consistent manner, while remaining confidential. Once a decision is made, an email will be sent to the parent's email that is on file. Parents can expect a decision email to be sent within seven (7) business days following the completion of all of the steps.

### \* Acceptance

Parents will be notified via email if their student(s) has been accepted. The email will contain instructions on how to enroll. Please check your "spam" email folder.

### \* Denial

Parents will be notified via email if their student(s) have been denied acceptance. The reason(s) for denial are based on multiple factors as reflected in the documentation provided, or the school evaluations that have been completed during the admission process. Parents may request, in writing, more information as to why their student was denied acceptance. Please allow five (5) business days for a written response from the Admissions Department.

The decision of the Admissions Committee is final, and there will be no appeal process once a decision has been made.

### \* Enrollment

If accepted, the parent will receive an email with instructions on how to complete the enrollment. This process will require a new account to be created through our school database software, called FACTS Management. Detailed instructions will be provided. The enrollment process will automatically default to the Mother's email address, if one is provided. If enrollment needs to be set up a different way, you must notify the Admissions Department at [admissions@orlandochristianprep.org](mailto:admissions@orlandochristianprep.org).

**Once sent, the online enrollment must be completed and submitted, including the Financial Payment Plan set up, within 2 business days.**

### \* Financial Agreement

Each family has the opportunity to meet with our Finance Department during the time of the Student's Entrance Evaluation. Our financial policies will be discussed in detail at this meeting. If a family enrolls for OCP, it is agreed that they will follow the financial policies. OCP's policies clearly explain expectations for payment, delinquent accounts, and late fees.

Families will have adequate communication from the Finance office should an account have a balance. Tuition payments will be automatically debited from the checking account or credit card that is set up during Enrollment on the 20th of each month.

### \* Scholarships

OCP does not offer any scholarships for students. OCP does accept certain non-profit scholarships. Families may apply for financial assistance through FACTS Financial Assessment, which is a third-party organization that is entirely objective and confidential as well as approved by both FACCS and FHSSA. FACTS Financial Assessment assists OCP by providing financial needs assessment of parents who apply for financial aid.

Financial aid is not guaranteed. It can only be applied for during the Enrollment Process, after a student is accepted into the school. Parents must be willing to go through the admissions process, paying all application fees, turning in documents, going through interviews, with the understanding that financial aid is not guaranteed. Application fees are non-refundable, so if financial aid is applied for but not granted, the application fee will not be reimbursed. Additionally, the finance office will not go over fees before a student has taken the Admissions Evaluation.

## STUDENT SCHOLARSHIPS THAT ARE ACCEPTED AT OCP:

### \* STEP UP FOR STUDENTS (FL TAX CREDIT)

Step Up For Students is a state funded program based on financial need. This must be applied for separately and once approved, the award letter should be brought in to the admissions office or included with the student's required documents. This program awards up to \$7,000 of tuition for the qualifying student dependent upon the student's grade and family income level. The family is responsible for the remainder of the tuition cost, as well as Application fees, Book Fees or Facility Fees. For more information about the application process, click on the following link - <http://www.stepupforstudents.org/>

### \* FAMILY EMPOWERMENT SCHOLARSHIP FOR UNIQUE ABILITIES

The Family Empowerment Scholarship for Unique Abilities (FES-UA) is a state-funded program based on a student's 504 or IEP plan from a Florida public school. Students who qualify for the FES-UA must have their 504 or IEP plan reviewed before an application is submitted. Each applicant's abilities and needs are assessed prior to the admissions process to determine if OCP will be able to accommodate the student. If accepted and enrolled, the Student Support Services team will use the IEP/504 as a reference in developing the students accommodation plan. The scholarship funds are calculated based on the students IEP/504. The family is responsible for the remainder of the tuition cost. For more information about the FES-UA program, click the following link for info.

<https://www.stepupforstudents.org/scholarships/unique-abilities/>

### \* Waiting Pool

When a grade level fills up, students may be placed in a Waiting Pool. Students will not be considered on a first come, first serve basis. Rather, students will be placed in a Waiting Pool, and invited to take the next step in the Admissions Process based on documents that have been collected such as academic records, teacher references, and pastoral recommendations.

### \* **Re-enrollment:**

Re-enrollment will be conditional based on acceptable student progress, student conduct and behavior, family and student support of spiritual values, and financial delinquent history. Re-enrollment will be offered to current families prior to enrollment to the public each year. Space is not guaranteed to current students who do not complete the online re-enrollment during our early re-enrollment period. Re-enrollment will be a process online through your FACTS Family Portal account. There will be fees associated with the re-enrollment process.

### \* **Early Enrollment for current families:**

Current families who have a student enrolled, and wish to bring another student in the family that does not currently attend, will be granted access to enrollment before it is opened to the public.

### \* **Probation**

Students currently enrolled and placed on Academic or Behavior Probation will not be granted re-enrollment during the re-enrollment period. At the conclusion of the probationary period, re-enrollment will be reconsidered by the Administration.

### \* **Delinquent Accounts**

A student will not be permitted to complete the re-enrollment process if the financial account is past due. All balances must be paid in full before re-enrollment will be granted.

Families with a history of financial delinquency will be denied re-enrollment until a meeting is completed with the Administrator. A plan will be discussed, and next steps will be determined by the Administrator. All decisions will be final.

Families who have a delinquent account will not have access to current or previous year report cards, transcripts, or any other file records. Accounts must be paid in full before records will be released.