



# St. Charles Borromeo Catholic School

## How to Enroll

Through the admission process the school seeks to learn about your child and how we can partner with you to best meet his/her needs. To that end, we strongly encourage parents to tour the school and/or the prospective student to shadow a current student.



### Complete Online Enrollment Application

- Visit <http://scbcs.net> and click on the Apply Online button to complete the application
- New Family Fee \$100 (non-refundable)



### Student Admission Portfolio: Submit Forms/Documentation

- |                      |  |   |
|----------------------|--|---|
| <b>Required</b>      | <input type="checkbox"/> Birth Certificate                                     | <input type="checkbox"/> Teacher Recommendation (1-8th Grade)             |
|                      | <input type="checkbox"/> Baptism Certificate (Catholic Only)                   | <input type="checkbox"/> Copy of Recent Report Card (1-8th Grade)         |
|                      | <input type="checkbox"/> Photo Release Form                                    | <input type="checkbox"/> Copy of Last Year Report Card (1-8th Grade)      |
|                      | <input type="checkbox"/> Immunization (Original Blue)                          | <input type="checkbox"/> Copy of Standardized Test Result (If applicable) |
|                      | <input type="checkbox"/> Physical  | <input type="checkbox"/> On site Academic Screening (K-8th Grade)         |
| <hr/>                |  |   |
| <b>If Applicable</b> | <input type="checkbox"/> Pastor Permission Form (Diocese of Orlando)           | <input type="checkbox"/> VPK Contract/Influenza Brochure                  |
|                      | <input type="checkbox"/> Copy of IEP (504 Plan)                                | <input type="checkbox"/> Letter of Financial Good Standing (School)       |
|                      | <input type="checkbox"/> Scholarship Award Letter (McKay, Step Up)             | <input type="checkbox"/> Letter of Parish Participation (Other Diocese)   |
|                      | <input type="checkbox"/> VPK Eligibility Certificate (4C Office Orange County) | <input type="checkbox"/> Copy of Custody Documentation                    |



### Family Interview

Family Interviews are scheduled after an academic review of the student's admission portfolio. The parents and prospective student will meet with the principal. The interview is an opportunity to ask questions regarding school programming and allows administration to learn more about your child and your family.



### Enrollment Contract & Acceptance

Upon an offer of admission an enrollment contract link will be sent via email. Enrollment is confirmed once SCBCS receives the completed contract, payment of fees, and FACTS agreement.