

# Admissions Process >>

## Application and records:

Go to the First Academy-Leesburg website ([FALeesburg.com](http://FALeesburg.com)), click on **Admissions**, then **Online Application**.

Under First Time Visitor, click the “Apply Now/Create an Account” to create your account.

Write your “Application” username and password below for future reference:

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

Under Program choose the application you are applying for:

- Kindergarten
- 1st-12th Grade
- International Student

Follow the prompts to complete the online application.

*Items to be uploaded in the online application:*

Most recent standardized test results (if standardized test scores are not available, an admission testing fee may be assessed)

Most recent report card

Transcript 10th-12th grade only (9th grade if Algebra I was completed in 8th grade)

Discipline record from previous school

IEP/504 (if applicable)

Immunization Record (DOH Form 680) indicating kindergarten or seventh grade requirements met

School or sports physical completed within one year of the start of school

Birth certificate

***All documents must be uploaded with your application or turned in to the school office before student can be scheduled for their evaluation.***

## Evaluation:

Kindergarten assessment (this will be scheduled at the time of enrollment)

## Interview:

Parent Interview

9th-12th grade Student Interview (the student must call and set-up his/her interview) to be completed after the parent interview.

## Fees:

New student registration fee must be brought to \$0 balance by due date.

## Schedule:

9th - 12th grade students must meet with the high school guidance counselor to create your schedule.

9th - 12th grade must provide verification of community service hours from previous school, if applicable.