

# Admissions Process and Enrollment

Our online application and enrollment process makes it easy to complete on your schedule. Please know we are here to assist you throughout the process.

## Admissions Process

Admission to Holy Family Catholic School is available to every child regardless of race, color, creed, or national origin.

Students will be considered for admission to HFCS on the basis of academic ability, conduct, and moral character according to the following priorities:

- Siblings of children currently enrolled at HFCS
- Parishioners – Registered and active with Holy Family Catholic Church
- Catholics from other parishes
- Non-Catholics

## Online Application

Please read the following information carefully, since it is critical in completing the online application process successfully.

Prior to starting an application, you will need to have the following documents available in electronic form and a credit card to cover the \$75 application processing fee.

- Child's Birth Certificate
- Baptismal certificates are required for students preparing for the sacraments of Holy Eucharist, Reconciliation, or Confirmation.
- A copy of your child's current report card and final report cards for the two preceding years, if applicable. (Grades K-8)
- Most recent standardized test results (FSA, TerraNova, CTBS, ITBS, etc.)
- Test results and documentation for Exceptional Student Services (Gifted, learning Disabilities, Speech, IEP, 504)
- HFCC envelope number or Parish Verification Letter from your pastor, if you are not a member of Holy Family Catholic Church
- Immunization Records — a current health and immunization certificate for the prevention of communicable diseases, as required by the Health Department, must be presented before a child is admitted to class.
  - All children entering public or private school in Florida for the first time must be immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella and rubeola, and HIB. All students must be in compliance with all Orange County health department regulations before they can enter school. All parents enrolling their child(ren) in a Catholic school within the Diocese of Orlando are required to submit a Certificate of Immunization along with their application as a condition of enrollment. We do not recognize religious exemptions.
- Please submit a complete application. If an application has been submitted and is incomplete, we will notify you via email of the pending items which will delay the application and review process.

## Candidates for Preschool and Kindergarten

Please follow these steps when applying for children entering prekindergarten and kindergarten:

- Parents arrange for a campus tour. Please contact [admissions@hfcschool.com](mailto:admissions@hfcschool.com)
- Parents submit an Application for Admission online
- PreK3 candidates must be at least three years old by August 31 of the entrance year and be fully potty trained per Diocesan policy.
- PreK4 candidates must be at least four years old by August 31 of the entrance year.
- Kindergarten candidates must be at least five years old by August 31 of the entrance year.

## Candidates for First through Eighth Grade

We encourage parents to arrange for a campus tour. It is the best way to discover everything that Holy Family Catholic has to offer. Once ready to proceed, please consider the following to start your admissions process:

- A child may enter the first grade if he/she is 6 years old on or before September 1 of the current school year and has satisfactorily completed the kindergarten program in a public or non-public school from which the district school board accepts transfer of academic credit.
- All incoming students who are transferring from another school are required to take and pass an entrance test before they are enrolled at Holy Family Catholic School.
- Requirements listed with Online Application above.
- Candidate's current school submits the student's transcript from the current year to HFCS.
- Candidate's current school submits the student's transcript from the last two years to HFCS (if applicable.)
- The Admissions Office contacts families to schedule candidate assessment on our campus.
- Once the candidate's admission file is completed, the Admissions Committee will carefully consider each file and the families will be notified of the admission decision.