



The Potter's House Christian Academy 2018 – 2019 Registration Information

Dear Parents:

Thank you for your interest in enrolling your child at The Potter's House Christian Academy (PHCA). We are looking forward to a fun-filled, exciting school year.

In addition to this information sheet, the *Pre-registration Packet* includes the following:

Kindergarten

- **Registration Form**
- **Pre-registration Policy Acceptance Form**
- **Recommendation Form for Preschool & Kindergarten**

Elementary

- **Registration Form**
- **Pre-registration Policy Acceptance Form**

Middle School

- **Registration Form**
- **Pre-registration Policy Acceptance Form**
- **Prospective Middle School Information Form**
- **Two (2) Character Reference Forms**
- **Discipline Reference Form**

Forward the **Recommendation Form for Preschool & Kindergarten, the Discipline and Character Reference forms** to your child's current/previous school to be completed and **returned directly to PHCA via FAX, US Mail, or a sealed envelope if hand delivered.**

Once you have completed the packet return it to the school office with the following documents if applicable.

- **Most recent report card/progress report**
- **Test Scores (i.e., SAT, OLSAT, FCAT, Statewide Test, etc.)**

The assistant principal will review all completed *Pre-registration Packets* including reference forms, then contact you to schedule an interview. **The student must be present at the interview.** Upon acceptance, **ALL** documents below must be submitted in order to complete the registration process.

- Contract
- Florida state physical examination (Completed this calendar year),
- Scoliosis Screening for 6th grade
- Florida Certificate of Immunization (Form 680)
- Copy of Birth Certificate
- Copy of Social Security Card
- Scholarship Award Letter, if applicable
- Legal Documents (Injunctions, Power of Attorney, Guardianship, etc.)