



# FAMILIES OF FAITH CHRISTIAN ACADEMY

ready. set. let's (en)roll.

**1.) Create and submit an application via FACTS**

**2.) If the application is accepted, you will receive an enrollment packet to your provided email address. Please complete the enrollment packet, pay registration fee (built into the enrollment packet) and upload the following in the Family Portal:**

Birth certificate

Physicals: *all new students and entering K, 6<sup>th</sup>, and 9<sup>th</sup> grades*

Dental exam: *entering K, 6<sup>th</sup>, and 9<sup>th</sup> grades*

Eye exam: *all students new to IL schools and entering K*

**3.) Transfer records from former school**

Students entering 1<sup>st</sup> grade through high school will need a signed Release of Records that we will send to their former school. Forms are available via our website or from the office. Return or fax to 815.467.4476.

**4.) Pay material fee (see tuition worksheet for total)**

**5.) Schedule entrance exam**

Students entering kindergarten through high school will take an entrance exam to ensure their academic readiness for our program. Please contact the office to schedule.

**6.) Call of enrollment verification**

Once all of the above have been completed, you will receive a call from our office confirming enrollment is complete. If your student is starting mid-year, the office will also confirm your student's official start date.

**FINAL STEPS:**

**Purchase uniforms and school supplies**

School supply lists and uniform details can be found on our website or via the FACTS Family Portal. School supplies are brought in during student orientation or on the student's first day of school if starting mid-year. Middle and high school students will receive a syllabus for each course that will have additional school supply needs.

**Connect to our social media**

Follow along on Instagram and Facebook via both our public profile and private group for families only.

*If you have any questions or need help, please call 815-521-1381.*