

ADMISSIONS PROCEDURES

All records must be received by our office before a child can be admitted.

- A copy of the child's Florida physical exam must be current (form 3040)
- A copy of your child's birth certificate must be on file
- A copy of Florida Certificate of Immunization (form 680) or Medical exemption (form 681).
- Signed Release for school records
- Enrollment/Registration/Re-enrollment forms Signed and dated with emergency contact information
- Copy of parent/guardian photo id must be on file
- Copy of Child's Social Security Card/number (needed for the Food Program)
- Registration fees and tuition payment when applicable (We strongly encourage parents to utilize the automatic payment option)
- Award letter for scholarships
- Tuition and payment agreement signed and notarized (notary on campus)
- Parental Acknowledgment/Photograph release form must be returned to the office
- Court Papers/Custody when applicable
- Completed notarized application (notary on campus)
- Permission for Food-Related Activities & Special Occasion Food Consumption
- Authorization to treat a Minor Child during School
- Statement of Commitment signed

NON-DISCRIMINATORY POLICY

Good Shepherd Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletic programs and other school administered programs.

QUALIFICATIONS

All potential students must follow the following enrollment process:

- All grade level students must complete a placement test. Placement will be based upon test results which will be maintained in the student's permanent file.
- 6th - 12th Grade level students must have a personal interview with an individual within the administration or as designated by the administration of GSLS. **Students entering mid-year must also meet with the classroom teacher prior to enrollment.**
- All students and parents must read the student/parent handbook and sign the acknowledgement page that they understand and will abide by all of the rules and will submit back to the student's homeroom teacher.

ADMISSIONS PROCESS

As you begin the search for a school that will align with your family values spiritually and academically, know that you are invited and welcome to come to Good Shepherd Lutheran School (GSLs) to look around, and ask questions to understand better who we are and if our school will be the best fit for your family. Our admissions philosophy is not designed to fill student seats, but to ensure that school, family and students all agree on basic foundational ideas that will create an environment for a successful and positive educational and spiritual experience for all involved.

INQUIRE: We invite you to complete the **New Student Application**, peruse our website (www.goodshepofnfm.com) and or talk to current families. You may inquire about enrollment at any time. You may also make an inquiry by calling the school's front office at (239) 995-7711 or email info@goodshepofnfm.com.

VISIT: Schedule a tour to hear directly from school administrators and receive an overview of the school's mission, curriculum, extra-curricular opportunities, and the admissions process. At least one parent will need to visit our school before beginning an application for admission. Tours are available Monday - Friday between 8:30 a.m. and 2:30 p.m. If both parents are not available, we will have to schedule a separate family interview that will include parents and prospective students (6th-12th).

APPLY: After prayerful consideration, if Good Shepherd Lutheran School is the right fit for your family's educational needs, you will be able to complete an **Application for Admission**.

STUDENT PLACEMENT TESTING: Once your application has been completed and reviewed by the Director of Admissions, you will be contacted to schedule readiness screening or placement testing with one of our academic personnel. All testing will take place at GSLs, and the results will be discussed during the family interview. We would love for your child to spend some time in the classroom, shadowing a current student as well.

FAMILY INTERVIEW: The family interview is a vital part of the admissions process and will be scheduled after all the prerequisite steps have been completed. The interview provides the opportunity for us to get to know each other better, discuss the compatibility of your family's goals with the school's vision, review placement testing results, and answer any questions you may have. Both parents must attend the family interview, and students applying for grades 6th through 12th will be required to complete their own interview as well. Students in grades K through 5th are not required to be interviewed and do not need to be in attendance for the family interview, but strongly suggest they at least be present during the tour.

RECEIVE AN ADMISSIONS DECISION, ENROLL, AND PREPARE: Admissions decisions will be communicated via phone call or email after all prior steps of the admissions process have been completed and reviewed by our admissions committee. Families are usually notified within 2 weeks of the family interview. Following an acceptance offer, you will receive further information on school enrollment and tuition payment.

NEW FAMILY ORIENTATION: At least one parent will need to attend our beginning of the year open house. At the open house, families will be able to learn about the day-to-day workings of our school, such as lunch ordering, carpool procedures, school software, and more.

REGISTRATION PROCESS

The following procedures must be followed in order to register for enrollment in Good Shepherd Lutheran School (GSLS):

NEW STUDENTS K-12

1. Educational Consultation must be completed to determine proper placement of each child.
2. Tour of our campus must be completed
3. Family Interview must be completed
4. All necessary enrollment forms must be completed and submitted to the school office.
5. According to Florida Standards, proof of recent health physical and up-to-date immunization records must be received by the office staff.
6. A copy of a certified birth certificate must be turned in to the office.
7. Registration fees must be paid at the time of enrollment.
8. Custody agreement, (in cases of divorced families), legal guardianship, or legal adoption documents must be provided and a copy will be kept on file in the School office. Whenever there is any change concerning the custody of a student, we require an updated copy of these agreements. Foster parents must present documentation of being a student's legal guardian.
9. Records from previously attended schools are required and will be requested at the time of enrollment acceptance.

RETURNING STUDENTS K-12

1. Re-enrollment forms and new tuition agreement must be completed by no later than May 1st each year in order to facilitate the placement of your student for the following school year.
2. Updated physical if the one on file will expire.
3. Updated Immunization records (if applicable)
4. Updated custody agreement (if applicable)
5. **Account balances must be settled in order to place your student for the following academic year.** **No student will be placed until accounts have been settled or a payment plan has been agreed upon by the parent/legal guardian and the school administration.*

REGISTRATION FEES (NEW STUDENTS)

- K-12 Students: \$150.00 registration fee (non-refundable) per student or a \$200.00 family registration fee for families with multiple students.

OTHER ADDITIONAL FEES

- Before Care: \$25.00 per week
- After Care: \$40.00 per week
- Both: \$50.00 per week
- Non-school days (i.e. Thanksgiving break, Christmas break, Spring break, etc.):
\$40.00 per day or \$100.00 per week. ***See school calendar for details.*
- P.A.S.S.I.O.N. Academy Students: \$25.00 registration fee (non-refundable) per student
- S.T.A.R.S. Program Students: \$50.00 registration fee (non-refundable) per student

TUITION PAYMENTS

School tuition payments may be made in the following ways:

- **Option #1:** Prepaid - Entire yearly tuition paid in full on or by August 1st. *(A 10% discount may be applied to those accounts paid in full)*
- **Option #2:** Installment - Yearly tuition paid in two equal payments.
 - First payment is due and collected on or by August 1st .
 - Second payment is due and collected on or before January 4th .
- **Option #3:** Installment - Monthly payments of yearly tuition are divided throughout a ten month period.
 - First payment is due on or before August 1st
 - The last payment is due on or before May 1st .
- **All Option #3 payments are collected through Vanco Services Program, an automatic tuition payment plan. or Tuition Express.**
- Students enrolling after August 1st may still apply to use the above options. Nevertheless, accounts must have all tuition paid in full on or before May 15th .

GSLS strongly encourages parents/guardians to utilize the automatic payment option for any of the 3 options mentioned above. Please request a meeting with an administrator to make special tuition payment arrangements.

OTHER FINANCIAL CONSIDERATIONS

Registration fees are payable upon application and are non-refundable

A \$50.00 charge will be assessed for all returned checks or declined automatic debits. This includes but is not limited to: tuition fees, Before and After care fees, Field trips, special events, sports fees and any additional fees.

- **A student cannot continue to attend classes if an account is more than 30 days past due and financial arrangements have not been made and adhered to.**
- **Accounts must be paid in full in order to receive report cards or records.**
- **Withdrawal fees, see Student Withdrawal section, will be charged if a student is withdrawn any time before the end of the school year.**
- **Wrap-Around program care must be paid for in advance.**