



## K-12

# Admissions Checklist

### Step 1: Inquire & Tour

- Complete Online Inquiry Form or call the Admissions Office
- Schedule a Campus Tour or attend an Open House
- Review of all TIS Policy & Requirements

### Step 2: Submit Application

- Complete the Online Application
- Pay the non-refundable application fee
- Submit a recent student photo

### Step 3: Provide Supporting Documents

#### Birth Certificate

- Immunization Records (Form DH 680) – required by Florida law
- Physical Exam Form (Form DH 3040) – dated within the past year
- Previous School Records / Report Cards / Transcripts
- Standardized Test Scores (if available)

### Step 4: Student Evaluation & Family Interview

- Academic Assessment (grades K–12)
- Preschool Readiness Screening (if applicable)
- Parent Interview with Admissions Team and/or School Director
- Student Shadow Day (optional or by invitation)

### Step 5: Admissions Decision

- Admissions Team reviews application and documents
- Decision letter sent via email or mail
- Enrollment packet and instructions provided upon acceptance

### Step 6: Finalize Enrollment

- Complete Online Enrollment Packet
- Pay Registration / Enrollment Fee
- Set up Tuition Payment Plan through Pay Simple or through office
- Submit any remaining documents
- Attend Parents Orientation Night (required for all families)