



# PHOENIX

LEARNING ACADEMY

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# ADMISSIONS APPLICATION PACKET

## ADMISSIONS

We are currently accepting Student Applications for grades K-12 for the 2026-2027 school year. Here are the steps to follow:

### **STEP ONE-**

Student Application: Fill out the student application *completely* and turn it into the school office with application fee of \$100.00. This is a refundable\* application fee (Placement Evaluation included – see below for more details).

### **STEP TWO-**

Part A: Family Interview/Student Observation

Upon receipt of completed Student Application and Student Transcripts, the administration will call to schedule a Family Interview and Student Observation/Visit.

Part B: Placement Evaluation

As part of the admissions process, the admissions team reviews all psychoeducational, speech, and language, occupational therapy and academic evaluations. These evaluations must be current and completed within six months of the application process. If a child requires updated testing in any area, this evaluation can be completed by the staff members of PLA, or the parent can go to a provider of their choice. These assessments will be utilized to create an individualized service plan (ISP) for the child, if accepted. All applicants will be given an Achievement Based evaluation prior to being accepted to Phoenix Learning Academy. The fee for these evaluations is \$400. The first half of the payment is due upon scheduling, and the other half will be paid upon receipt of the formal report.

*Please Note: It is possible that a child will not be accepted into PLA based on this evaluation because the assessment finds that the program is not appropriate for the child. However, a formal report will be given to the parents and can be shared with the school that the child enrolls. If acceptance is not granted, your \$100 Application Fee will be returned.*

### **STEP THREE-**

Once the student's records have been reviewed by the administration and step one and two are completed, the family will be notified if the student has been accepted for enrollment.

To secure a spot in the desired grade level, a non-refundable Student Registration/Enrollment Fee (per student) of \$200 and a materials fee of \$300 are due.

*Please Note: If a space is not available for the desired grade level and/or program, the student will be placed on a Waiting List. Steps One and Two above will need to be completed to ensure placement on the waiting list.*

# STUDENT APPLICATION CHECKLIST 2026-2027

*(To be filled out by Office Staff only)*

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

- I. Student Application and Fee (\$100)  
Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_
  
- II. Student Assessment and Fee (\$400)  
Date Scheduled: \_\_\_\_\_  
Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_
  
- III. Family Interview/Student Observation  
Date Scheduled: \_\_\_\_\_
  
- IV. Student Records (Completed prior to Acceptance)
  - a. Student Photo
  - b. Immunization and Health Exam Form
  - c. Copy of Original Birth Certificate
  - d. Transcript of Grades
  - e. Copies of all Standardized Testing and most recent IEP
  - f. Norm-Referenced Testing Scores
  - g. Teacher Recommendation Form
  - h. Permission to Release Records Form
 Date Completed: \_\_\_\_\_
  
- V. Registration/Enrollment Fee (\$200)  
Non-Refundable and Due Upon Acceptance  
Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_
  
- VI. Materials Fee (\$300)  
Per Year and Due Upon Acceptance  
Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_

The items above are the steps involved in the Application Process and must be completed in the order presented. Please complete the Student Application and return it to the main office. Additional application forms are available upon request or may be downloaded from our school website. When the Application is complete, the main office will contact the parents to arrange an interview/evaluation at the earliest possible date.

## **STUDENT APPLICATION**

### **Student Information:**

Please print clearly.

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_  
 NAME STUDENT GOES BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ ZIP \_\_\_\_\_

BIRTH DATE \_\_/\_\_/\_\_ SEX: M or F

AGE ON AUGUST 1<sup>ST</sup>: \_\_\_\_\_ LAST GRADE COMPLETED: \_\_\_\_\_

SCHOOL PREVIOUSLY ATTENDED: \_\_\_\_\_

GRADE LEVEL ON AUG. 1<sup>ST</sup>: \_\_\_\_\_

STUDENT SOCIAL SECURITY #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

### **Parent Information**

FATHERS NAME: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ Place of Employment \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ WORK \_\_\_\_\_

FATHERS EMAIL \_\_\_\_\_

FATHERS SOCIAL SECURITY NUMBER \_\_\_\_\_

MOTHERS NAME: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ Place of Employment \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ WORK \_\_\_\_\_

MOTHERS EMAIL \_\_\_\_\_

MOTHERS SOCIAL SECURITY NUMBER \_\_\_\_\_

STUDENT LIVES WITH \_\_\_\_\_

**Medical Emergency Information Sheet**

Parents' Names \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Primary Email \_\_\_\_\_

Dad's Work \_\_\_\_\_ Dad's Cell \_\_\_\_\_

Mom's Work \_\_\_\_\_ Mom's Cell \_\_\_\_\_

Any Known Illness? \_\_\_\_\_

ALLERGIES? \_\_\_\_\_

So that we may serve your family to the best of our ability, please list any physical mobility/health issues that might affect your student's ability to participate in any school/field trip activities: \_\_\_\_\_

Has the student been immunized according to Florida State Law? \_\_\_\_\_

Does the student have an updated Tetanus shot? \_\_\_\_\_

If no, please explain: \_\_\_\_\_

List two people as an Emergency Backup if parents cannot be reached:

Name \_\_\_\_\_ Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

## Tuition Fees

Tuition rates and payments vary based on the needs of the student as determined by assessments and parental input, as well as the possible contribution of any scholarships, and, if applicable, the ability to bill insurance for Behavior Analytic services.

Behavior Analytical services are separate fees paid directly to the service provider via medical insurance, Medicaid, or private pay to our contracted service provider. If parents pay for therapies privately, the family will be given documentation, so that they can receive a tax deduction for out-of-pocket medical costs.

### TUITION PAYMENT OPTIONS:

PLAN A "ANNUAL PAYMENT" – Academic year is paid in full by the first day of school.

PLAN B "10 MONTHLY PAYMENTS" – Monthly payments made by the 10<sup>th</sup> of each month. \*

PLAN C "QUARTERLY PAYMENTS" – Payments made on Aug. 10<sup>th</sup>, Oct. 10<sup>th</sup>, Jan. 10<sup>th</sup>, and Mar. 10<sup>th</sup>.

*\*A \$50 late fee will be charged if payment is made after the 10<sup>th</sup> of each month or for returned checks.*

*Please Note: All associated enrollment/application fees remain due upon acceptance.*

## Parent Tuition Policy Agreement

Students are registered for the entire school year and, as such, the tuition is calculated for this per the payment option selected. **Parents are responsible for payment of tuition for the entire school year even in the event the student does not attend or withdraws from Phoenix Learning Academy.** The exception to this obligation is expulsion from the school, if the student moves outside of a 100-mile radius of the physical location of PLA, or with express permission from the administration. A late fee of \$50 will be charged in the event of a returned check and/or payment is two days past due. The administration and the Board have the right to suspend any student from school and/or withhold a report card if full payment is more than thirty days late. Parents are encouraged to notify the administration concerning any financial hardship immediately. Students will be readmitted to school upon full payment of past due amount.

In the event a parent voluntarily withdraws a student from PLA, each family is required to return any materials or curriculum that is the school property. The parents are reminded that in this situation, it is still the obligation of the parents to fulfill the tuition payment for the entire school year. The administration and the Board reserve the right to withhold a student's transcripts if this Tuition Policy is not honored.

In order to keep the base tuition rates at \$14,000, PLA requires a parent/family support commitment in addition to tuition. Each family is asked to contribute a value of \$150 financially or by volunteering with school activities. Families are encouraged to solicit financial contributions and/or families have the option to support in-time through attending parent workshops, chaperoning field trips, volunteering in the classroom, and/or participating in school networking/outreach events. Families can contribute in-time up to 10 hours within the school, year to earn the \$150 support commitment. These hours will be logged through the office staff. This \$150 can also be raised by selling tickets to fundraising events, getting sponsorships, selling advertisements which will be posted on the school website, and/or volunteering time. PLA relies on fundraising to help with the budget.

I have fully read the provided Parent Tuition Policy and I am in agreement. I promise to honor this Tuition Policy of Phoenix Learning Academy.

Signatures from both parents/guardians are required.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Father's Printed Name \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Printed Name \_\_\_\_\_

**School Hours**

For the 2026-2027 school year, class begins at 8:00am each day and ends at 1:30pm on Monday-Friday. Teacher/Staff meetings and parent conferences will be held on Fridays from 1:30pm to 3:00pm. PLA follows a modified Santa Rosa/Escambia County Public School Calendar. The official school calendar will be provided upon enrollment to Phoenix Learning Academy.

**Disclosure of Student History**

We, the parents/guardians of \_\_\_\_\_, have disclosed any and all information, reports, or paperwork concerning our child in compliance with the Phoenix Learning Academy Student Admissions Packet. We have disclosed any past suspensions/expulsions at prior schools or unlawful behavior of our child to the school's administration.

Parent Signature \_\_\_\_\_

Parent Name \_\_\_\_\_

Date \_\_\_\_\_

**Permission to Release Records from Current School**

Name of Student \_\_\_\_\_ Current Grade \_\_\_\_\_

Please send a copy of my child's records to include report cards to date as well as any standardized test scores and exceptional student evaluations held in both their cumulative file and clinical file. Send these documents to:

**PHOENIX LEARNING ACADEMY**  
**9608 NORTH PALAFOX STREET**  
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**Phone: 850-332-7437**  
**Fax: 850-466-2488**  
**Email: [jlundy@phoenixlearningacademy.org](mailto:jlundy@phoenixlearningacademy.org)**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Dear Principal or Guidance Counselor:

Please include any other pertinent materials, in addition to those requested above, that you may believe to be necessary. Thank you for your help regarding this matter.

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