



## Thank you for applying to Christ Church Academy!

We are honored to be considered as your family's education partner. Start your application by following this 4-step process.

### 1. Create an Account

Start the application by tapping this link to [Access the FACTS Portal](#). Enter your personal email address and click "CREATE ACCOUNT" button.

After you create your own login + password, the system will verify your email via a message to your email account. After you verify the account is secure, go to Step 2.

### 2. Log-in to Start the Application

Login with your username and password with this [APPLICATION LINK](#). The system autosaves your progress so you may complete the application in stages. A green check mark indicates completion of all required fields in each section.

### 3. Submit the Document & Pay Application Fee

Once you have completed all required fields of the application, select "REVIEW & SUBMIT." You will then be instructed to pay the non-refundable \$100 application fee.

### 4. Provide Required Documents

Please be sure that all required documents are provided to the admissions office:

- Copy of the Current/Previous Report Card
- Standardized Test Scores
- Diagnostic or Psychological Evaluation Results, if applicable

Still have questions? Click [HERE](#) to request more information or call our school office at **772.646.9650** during business hours.