

REQUIRED DOCUMENTS FOR ENROLLMENT

Next Steps for Prospective Families	
Ready to Begin Your Journey with OAO?	Not Quite Ready to Apply?
Submit your application today.	Schedule a time with our Admissions team to talk through the process and get your questions answered.
Apply Here	Book Here

Already Applied?

If you've already submitted your application and need help uploading documents, please email us at oao-admissions@optimaed.com.

See list of all required documents on the next page.

Proof of Residency

Provide ONE of the following:

- Current Homestead Exemption Card (considered the family's primary residence)
- Current Property Tax Notice (may require additional verification)
- Home Purchase Contract with specified closing date, with a copy of the deed to be provided within 30 days of closing
- Copy of a Manifestation of Domicile filed by the parent
- Current rental or lease agreement

AND TWO of the following:

- Current driver license or state identification card
- Automobile insurance (last two statements)
- Current utility bills (electric, water, cable, or landline phone; last two statements)

Note: New residents must provide confirmation of set-up of services for 2 utilities with name and address. Bills must be submitted to the school within 60 days.

Family Resides with Someone Else / Family NOT on the Lease

FROM Owner/Renter:

- Notarized letter from the owner/renter stating that the student and family live at the property
- Provide ONE of the following:
 - Current Homestead Exemption Card
 - Current Property Tax Notice
 - Current rental or lease agreement
- **AND TWO of the following:**
 - Current driver license or state identification card
 - Automobile insurance (last two statements)
 - Current utility bills (last two statements)

AND FROM Parent:

- Provide TWO of the following:
 - Current driver license or state identification card
 - Automobile insurance (last two statements)
 - Current bills with parent's name and address (last two statements)

Child Resides with Non-Legal Guardian

- Provide a notarized Power of Attorney with two witness signatures, including:
 - Relationship of guardian to the child
 - Guardian's responsibility for the child's educational needs
 - Length of temporary guardianship
- Guardian must sign the District Statement of Acceptance of Responsibility Form
- Parent/guardian must provide evidence of pursuit of legal custody through the courts within 90 days

If enrollment is approved for a non-legal guardian:

- The school will follow standard Proofs of Residency for the guardian
- The district will notify the school and parent/guardian as needed

Student Identification

- Student's Birth Certificate or Passport

Parent/Guardian Identification

- Parent/Guardian's ID

Required Documents, If Applicable

- **Grades 6-12:** Transcripts - Required for all incoming students in grades 6 and up. Homeschool families, please provide grades or transcript reports.
- **Grades 9-12:** Graduation & High School Completion Information Acknowledgment Form - [Fill out the form](#)
- **Home Education Students:**
 - **Already enrolled in a home education program?** Upload verification of your program (email confirmations accepted)

- **Planning to enroll in a home education program?** Wait until withdrawal from your current school before submitting the request for district verification.

***Intent to Home Educate: When ready, refer to [Home Education District Contacts](#)

- **State Scholarship Approval Letter:**
 - In Florida, only UA and PEP scholarships through Step Up for Students are accepted.
 - For other states where ESA funds are accepted, refer to [State Educational Scholarships - Optima Academy Online](#)
- **Court Custody Documents:** Submit all applicable formal pages.