

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

Standard Proof of Residency

Provide **ONE** of the following:

- Current Homestead Exemption Card (must reflect the family's primary residence)
- Current Property Tax Notice (additional verification may be required)
- Home Purchase Contract with a specified closing date, with a copy of the deed 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's license or state identification card
- Automobile insurance
- Current utility bills (electric, water, cable, or landline phone) (last two statements)

New Residents: Provide confirmation that two utilities have been set up in the parent/guardian's name and at the residence address. Utility bills must be submitted to the school within 60 days.

Family Resides with Someone Else / Parent Is Not on the Lease

From the Property Owner/Renter:

Provide a **notarized letter** from the owner or renter stating that the student and family reside at the property.

AND ONE of the following:

- Current Homestead Exemption Card
- Current Property Tax Notice
- Current rental or lease agreement

AND TWO of the following:

- Current driver's license or state identification card

- Automobile insurance
- Current utility bills (last two statements)

From the Parent/Guardian:

Provide **TWO** of the following:

- Current driver's license or state identification card
- Automobile insurance
- Current bills showing the parent/guardian's name and address (last two statements)

Child Resides with a Non-Legal Guardian

Provide a **notarized Power of Attorney with two witness signatures** that includes:

- The relationship of the guardian to the child
- The guardian's responsibility for the child's educational needs
- The length of the temporary guardianship

The guardian must also sign the **District Statement of Acceptance of Responsibility Form**.

The parent/guardian must provide evidence that they are pursuing legal custody through the courts within **90 days**.

If enrollment is approved for a non-legal guardian:

- The school will follow the standard Proof of Residency requirements for the guardian.
- The district may contact the school and/or parent/guardian as needed.

Additional Situations

If your residency situation does not fit one of the categories above, please email oao-admissions@optimaed.com for assistance and next steps.

Student Identification

- Student's Birth Certificate or Passport

Parent/Guardian Identification

- Parent/Guardian's ID

Grades and Coursework

- **Kindergarten Transfers:** Submit current coursework and/or academic records.
- **Grades 1–6:** Submit a report card or other academic records showing completion of the current or most recently completed grade.
- **Grades 7–12:** Submit a transcript or grade report. Transcripts are required for all incoming students in grades 7–12.
- **Homeschool Families:** Please provide available academic records that demonstrate your student's progress. This may include a homeschool transcript, grade reports, portfolio of completed work, standardized or achievement test results, or other relevant academic documentation.

Home Education Students

- **Currently enrolled in a home education program?** Upload verification of your home education program. Email confirmation is accepted.
- **Planning to enroll in a home education program?** Please wait until you have withdrawn from your current school before submitting your request for district verification.
- **Intent to Home Educate:** When ready, refer to the [Florida Department of Education Home Education District Contacts](#).

Scholarship Students - State Scholarship Approval Letter

- **Florida:** Only UA and PEP scholarships through Step Up for Students are accepted.
- **Other states:** For information about states where ESA funds are accepted, visit [State Educational Scholarships – Optima Academy Online](#).

Additional Documents (if applicable)

- **Court/Custody Documents:** Submit all applicable formal pages of the court or custody documentation.
- **IEP/504/EP:** Submit the current IEP, 504 Plan, or EP, along with all applicable supporting documentation.