

## Enrollment Instructions for New Families

1. Click on “Complete Online Application” button from the Coastal Community School website
2. The online portal sign-in will appear

### **Admissions Portal** (screenshot below middle)

Go through each of the links on the left side menu

### **Checklist – Review**

**Information** – need to verify information, if made any changes ensure you click the update button (upper right)

**Additional Fields** – Enter data and click submit button (upper right)

**Contacts** – Add contact people who will be allowed to pick-up your child and/or those that can be called in case of an emergency (when we can't get a hold of parents). Ensure you have at least 1 emergency contact identified other than parents.

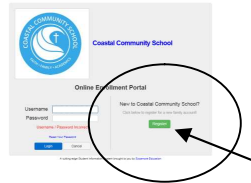
**Medical** – Enter information and click submit (upper right)

**Documents** – Download, print, read and sign

**Agreements** – Review agreements; use drop down to identify your answer. Click Submit (upper right)

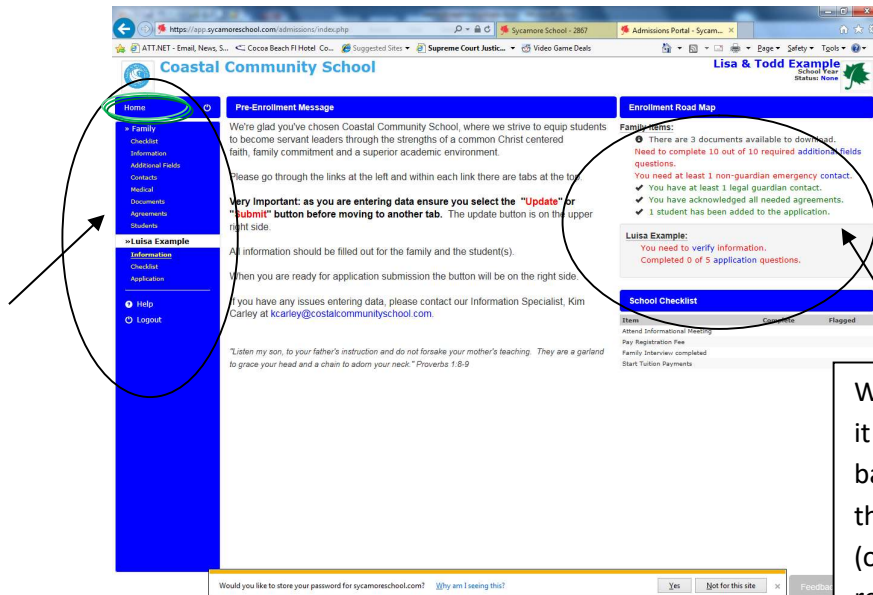
**Essay Questions** – Please complete

**Adding Students** – See screenshot next page



New Families click “Register” and enter the required data. When you submit the initial data, an email will be sent with a link with your sign on information.

## Screenshot of the Admissions online portal is below!



When you click on **home** it will always take you back to this screen and the **Enrollment Road Map** (on the right). Anything in red still needs to be completed, **only when everything is completed (all green) will you get the submit application button (it will appear in this area)**

## Entering student data screenshot below

For each student that is enrolled you will need to complete the following under their name:

- Information** – Enter their information and click add (note: student email is not required)
- Application** – Fill out the information that is requested and then click update (upper right)
- Essay Questions** – complete essay questions
- Documents** – Upload most current Medical Form and Vaccination Form (can be submitted later however must be prior to start of school)

**Enrolling New Student(s)**  
Click “Add New Student” button (upper right).  
Enter their information.

Once all information is entered return to the Home Page by clicking “Home” on the left menu. Click the green “submit application” button on the upper right side. This will advance you to the next screen that says, “Final Application Review To Coastal Community School” **Please click on “submit your application” again.**

### **Paying Registration/Application Fee:**

You can pay the registration/application fee by going to [www.coastalcommunityschool.com](http://www.coastalcommunityschool.com) and going to Admissions, Steps to Enrollment page. There is a button on that page with a link to pay the registration/application fee via PayPal or by credit card/debit card (Paypal fees will be applied when using Paypal). You can also submit registration/application fees by mailing a check to the following address:

Coastal Community School  
274 E Eau Gallie Blvd, #317  
Melbourne, FL 32937

Need assistance with online application please contact Julie Doll at [jdoll@coastalcommunityschool.com](mailto:jdoll@coastalcommunityschool.com)

If you have questions regarding the school please contact [info@coastalcommunityschool.com](mailto:info@coastalcommunityschool.com) or call 321-720-4342.

