



July 1, 2024

Students K – 8

Dear Parents and Guardians:

I would like to take this opportunity to welcome all new and returning families to Palm Bay Academy. This fall begins our twenty sixth year as a Brevard County Charter School and we anticipate an exciting year ahead. There have been a number of changes due to updates to our grade reporting and security procedures so it is important that all parents/guardians of new and returning students attend the **Mandatory Orientation**.

There will be no informative meeting. We ask that you access the QR code supplied at the Mandatory Orientation event and view the informative PowerPoint as it contains important information that will not be covered at the Orientation. This PowerPoint presentation will also be accessible through our PBA website,, www.PalmBayAcademy.org under “Mandatory Orientation Presentation” on the Home Page.

One of the numerous changes Brevard Schools has made is the full integration with FOCUS (the Brevard Schools’ Student Data Management System). All reports (i.e. progress reports) are available on line and can be viewed and printed from the FOCUS website once you register with your PIN number (information is included as part of the PowerPoint presentation). Brevard Schools has also mandated that all communications to our parents will be through FOCUS. Stations manned by PBA personnel will be available for parents to assist in FOCUS registration and the updating of current profiles.

Stations will be set up in order to facilitate the completion of your student’s enrollment for the 2024-2025 school year. New registration packets will be accepted at the Orientation so bring a friend along.

DATE: Tuesday, July 23, 2024

TIME: 4 pm to 7 pm (sharp)

LOCATION:

**Middle School Campus
635 Community College Parkway NE
Palm Bay, FL 32909**

K-5 please bring...

\$10 cash
\$5 for activities
\$5 for Art supplies

6, 7, and 8 please bring...

\$20 cash
\$10 for electives
\$10 for Science supplies

Your e-mail address (**mandatory**)
A valid cell phone number (**mandatory**)
Any missing paperwork
Make, model, tag number of vehicle(s) picking up in car loop

We will not be hosting a makeup day orientation. If you are unable to make the Mandatory Orientation on July 23rd then please make an appointment with the front office. If the Mandatory Orientation is missed it is the **responsibility of the parent/guardian to inform themselves of any changes and vital information concerning school policies and procedures via the PBA and Brevard Schools websites.**

Important Items:

- Remember to bring any **required paperwork with you not turned in with the registration packet** when you initially turned it into the front office. Call the school’s front office if you would like to check your paperwork status. (*Required paperwork is listed on the back of this letter.)
- **An email address is required as well as a valid contact number.** We no longer send paper notifications home. Email and texting are our only contact means. Please remember to make a note of these and bring them with you.

Important information on the back of this page. Please turn over and read.

- If your child has an IEP we must review it. Please bring a copy with you.
- If you are coming from another Brevard school and you have not already supplied a copy of your child's birth certificate and report card you must supply the copy when you come.
- For Elementary -There will be a cash fee of \$10.00. This fee is for your student's Activities and Art supplies.
- For Middle School - There will be a cash fee of \$20.00. This fee is for your student's Electives and Science supplies.
- All student immunizations must be up to date and physicals taken no earlier than 09-01-23 before they will be allowed to attend school (for new students).

In addition, we own our buses. This allows PBA more freedom to transport students who live outside the two mile limit set by the District. We cover areas between 2.0 and 6.0 miles from the school location(s). Prior bus registration of your student may be required. Additional information concerning requesting a seat on a bus will be sent to you soon.

We look forward to seeing all of you soon. If you have any questions or concerns, please feel free to contact the Elementary (321-984-2710) front office during our summer hours of 8:00-1:00 Elementary.

If your student will NOT be attending Palm Bay Academy in the fall, please contact the front office and our records clerk will forward your student's records to the appropriate school.

Sincerely,



Marilyn Kinsel
Director of Operations
Palm Bay Academy

***A few of the important Required Student Registration Paperwork items:**

1. Verification of age; birth certificate, passport
2. Proof of immunizations required on Department of Health Form 680 (Must be up to date)
3. Proof of physical examination good through September 1st
4. Two proofs of residency (address must match student information)
5. Academic history; most recent report card, transcript
6. Special education information (i.e. 504, IEP)
7. Legal Guardianship - If you are not the legal guardian or residential custodial parent of a student, state law requires that one of the following documents be provided for enrollment; court custody documentation; Department of Children and Families placement letter. You may be asked to supply additional paperwork concerning custody issues and/or parental rights.
8. Proof of Sole Custody, if applicable.