



# Family Tree Private School

## ENROLLMENT APPLICATION

### Sections

- Student/Family Information
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- Parent Responsibilities

### Student/Family Information

#### **PARENTS**

Father's name:	Occupation:	Work Phone:	Other Phone/Pager:
Mother's name:	Occupation:	Work Phone:	Other Phone/Pager:
Home Address:	City/state:	Zip:	County:
Home Phone:	Cell Phone:	Fax:	Other:
Emergency Contact:	Address:	Phone:	Relationship:
Family Doctor:	Address:	Phone:	

#### **NAME OF STUDENT(S) TO BE CONSIDERED FOR ENROLLMENT**

Last Name	First Name	Middle Name	Age	Birth date	Social Security Number

#### **OTHER SIBLINGS (not applying at this time)**

Last Name	First Name	Middle Initial	Age	Hobbies

**Name the primary curriculum or materials you intend to use for teaching your subjects.**

Subject:	Curriculum/Materials
Reading/Literature/Word Building	
Writing/English	
Mathematics	
Science	
Social Studies	
Other Subject:	
Other Subject:	

**9th - 12th graders: Specific requirements for academic subjects apply for diploma choices.**

**QUESTIONNAIRE**

How many years have you homeschooled? \_\_\_\_\_ Homeschool group of which you are a member: \_\_\_\_\_  
 Name of Homeschool Group you plan to join: \_\_\_\_\_ Briefly share why you choose to homeschool:  
 \_\_\_\_\_

Briefly describe how your family and friends feel regarding your homeschooling:  
 \_\_\_\_\_

Describe negative evaluations, legal action or contacts, if any that you've had concerning enrollment in another school or your homeschooling, or check: (  ) NONE

What service or ministry are you or family members involved in at church; or what positions, if any are held?  
 \_\_\_\_\_

What fellowship(s) do you attend?  
 \_\_\_\_\_

What are some general "frustrations" you encounter while homeschooling or new concerns you have (such as, keeping a schedule or being sure you have covered the correct academic subjects, etc.)?  
 \_\_\_\_\_

**FOR THE FOLLOWING QUESTIONS, IDENTIFY WHICH CHILD THE ANSWERS PERTAIN TO IF YOU HAVE MORE THAN ONE CHILD**

List any disability, if any, of your child(ren). List any academic weakness of your child(ren) (  )None

What special classes/therapies, etc. is your child(ren) going to be enrolled in for a disability or academics? (  )None

What are your child(ren's) strengths and/or interests:  
 \_\_\_\_\_

Date you would like to withdraw from present school:  
 \_\_\_\_\_

**Required Documents**

**Put a check on the LEFT if submitting now; or, check on the right if they are to be submitted within 30 days.**

SUBMITTING:

**Now**\_\_\_\_, or **Later** \_\_\_\_\_ Copy of Birth Certificate

**Now**\_\_\_\_, or **Later** \_\_\_\_\_ Immunization Record "Blue Card", or Exemption (In accordance with law)

**Now**\_\_\_\_, or **Later** \_\_\_\_\_ or **NA**\_\_\_ IF first time in a Florida School, Health Exam -School Form from Doctor

**Now**\_\_\_\_, or **Later** \_\_\_\_\_ Official School Transcripts, or tests if any. Records will be requested.

**ARE THERE ANY MEDICAL CONDITIONS OR ALLERGIES IMPORTANT FOR US TO KNOW?**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_ PLEASE LIST: \_\_\_\_\_

Submit Required Documents, appropriate fees, and the following signed forms from the Enrollment Packet:

- 1)** This Enrollment Application; **2)** Parent Teacher Agreement Form; **3)** School Withdraw/Records Request Form; and, **4)** High School Agreement (8<sup>TH</sup> GRADE & UP) (SEE THE HIGH SCHOOL PACKET)

**Fee Schedule: All fees are due for the whole year no matter how late in the year one enrolls. There are No Refunds.**

Annual Registration: **\$125** annually for 1st Student; **\$50** annually for 2nd child and each child thereafter. Monthly Tuition: **\$40** 1st Student - **\$20** for additional children. Parents purchase curriculum. Tuition is for 10 months. Summer School is \$40 Registration & \$40 Monthly Tuition (for 2 months). A maximum of 2 ½ credits can be earned in high school during summer session.

Other fees: Graduation (\$50), Re-instatement (\$50); Late Enrollment (after October 1<sup>st</sup>) (\$30); Submitting Transcript Data for other programs, or Scholarship Processing such as, FHSAA, or Bright Futures (\$60) each, and you must use the "Extra Programs/Scholarship Processing Form" to request that information be submitted. THERE IS NO CHARGE FOR JUST SUBMITTING A PAPER COPY OF YOUR TRANSCRIPT. Credit for past homeschooling work requires appropriate test scores, and the registration & tuition paid for the years to be credited.

**Below is a summary of Fees. Information is repeated on the Registration & Fees Page, and Policy Pages (attached).**

- **STUDENTS ENTERING AFTER THE 9<sup>TH</sup> GRADE** with transferring credits for prior year(s) will be assessed \$30 for each prior year to process high school records, and for the review and transferring in of credits.
- **OPTIONAL: TRANSFER/GRANTING OF CREDITS** FROM OTHER SCHOOLS OR HOMESCHOOL: High School students in 10th - 12 grade, enrolling for the first time who were homeschooled, and/or enrolled in a school where credit verification cannot be given or verified, can receive credit for work after they produce a student portfolio or submit a reputable test, & pay school registration & tuition fee for years for which credits are to be testing in.
- **DISCOUNTS** for siblings are only in effect for the time that the first sibling is still enrolled.
- **IF A STUDENT WITHDRAWALS** for any reason, to re-enroll your student, you must pay a \$50.00 re-entry fee, & re-entry will be at the discretion of the administrator. Tuition for the missing, lapsed months will be due.
- **SENIORS:** For seniors in their final month of school, there is a \$50 fee due with the final month's tuition to cover administrative costs of processing graduation records & a High School Diploma.
- **EXTRA PROGRAMS/SCHOLARSHIP PROCESSING:** If the school is to be involved in uploading transcript data, or completing administrative work with regard to processing scholarship paperwork, there is a \$60 fee required to be sent with a request. (See the "Extra Programs/Scholarship Processing Form". Parents are responsible for all application deadlines, and course requirements and directing the school as to what you need for the school to do regarding timelines for transcript submission, or other requirements. It is suggested parents contact colleges early in the 10<sup>th</sup> grade year to determine requirements which will involve completing certain courses, and testing. There is no guarantee that Family Tree Private School students are eligible to apply for other programs and scholarships. This is up to the organization offering the program or scholarship.

**Parent Responsibilities Initial for Agreement**

\_\_\_\_\_ A. **I will maintain high quality academic standards** using a recognizable program of study. I agree with the "Parent Teacher Agreement", and the "High School Agreement" if my child is grade 8 or above; and, I am responsible to review and will accept any policy changes when they occur as a requirement to maintain enrollment.

\_\_\_\_\_ B. **I will submit a Monthly Report** (see attached sample). Information will be true and accurate and will be based upon records of the student's academic progress. If the Monthly Reports &/or tuitions are late, the *student may automatically be withdrawn*. If sent in late, cumulative information will be on all subsequent Report Cards. Reports Cards may not be issued for the quarter when Monthly Reports are missing, or are late (past the 10th of the month).

\_\_\_\_\_ C. **I will conduct school a minimum of 170 days per year** (10 months of the year) with a total annual hourly equivalent of 180 actual school days as follows: Grade K: 540 net instructional hours, Grades 1-3: 720 net instructional hours, Grades 4-12: 900 net instructional hours. No student enrolled with Family Tree Private School may be simultaneously enrolled with the K-12 District for *any reason unless provided for within the law*. Agreements may be worked out to participate in public or private high school sports or any extra-curricular activity if approved by both schools' administrations. Participation in private school classes or classes with The Florida Virtual School, Dual Enrollment, scholarships, or any other independent program must be approved by Family Tree Private School. **Students are not to list themselves as "Homeschoolers" with these programs, but instead as "Private School Students"**. It is important to register only as a *private school student*, which is the correct, legal status.

\_\_\_\_\_ D. **I will have my student(s) complete an annual evaluation. Students must complete annual testing.** A "Portfolio" of student work must be available upon request. Testing scores will change letter grades according to the percentile scale outlined in the "Promotion" Policy. An "I" for Incomplete will be placed on records, and students will not graduate or be promoted in the absence of annual testing. If there are accommodations given to complete testing, (due to average standardized test scores below the 41%, or ESE status), there will be an asterisk (\*) next to the GPA to indicate accommodations were used, and they must be documented. Refer to the "Promotion" Policies for a description of the testing policies and recommendations for the annual testing requirement.

\_\_\_\_\_ E. **I will pay all fees** according to schedule.

\_\_\_\_\_ D. **I will maintain active membership, or actively participate** in a homeschool or educational support group, or educational institutions or associations, or activities, and I will utilize community resources for educational activities as needed.

- **I agree to submit true and accurate information** as a condition for maintaining enrollment at all times, and will be bound to the *Parental Responsibilities* in this Application. I will assure that a letter of Withdraw is submitted to the school district if my student is enrolled as a “homeschooler” when enrolling my child with Family Tree; and, I understand my child is automatically withdrawn from Family Tree Private School should he/she become enrolled elsewhere.
- **After withdrawing, benefits are rescinded**, such as teacher benefits in the community, teacher ID Cards for parent(s)/guardian(s) (They are to be returned or destroyed), and/or benefits made available at certain associations as an enrollee of Family Tree Private School. WITHDRAWING: If a student is withdrawn for any reason before the completion of the year, records will indicate testing was not completed, and promotion will be governed by the Grade Validation/Academic Standard of Mastery, and the Promotion Policies.
- **Family Tree Private School shall not be responsible for the cost of services planned by, or the education of students** enrolled when under the supervision parents, or the supervision of others while under parents’ direction.
- **I/we will provide all curricula** and educational activities or tests, with any associated costs.
- **I hold harmless Family Tree Private School from any and all claims** of liability resulting from services provided or not provided, errors, omissions, or referrals made by Family Tree Private School. SUPERVISION: All students between 15 years old and younger must have direct adult supervision during school hours. If not supervised properly this is grounds for dismissal from the school and authorities may remove children from the home, and the school will **not** intervene.
- **Transcripts will reflect scores and references made to grades and to credits** according to the Grade Validation/Academic Standard of Master, and the Promotion Policies. If a student misses evaluations, or testing, or is missing monthly reports, transcripts will be recorded with “I”s for Incomplete.
- **My child may be removed from enrollment, or enrollment denied, or rescinded at the discretion of the School**, or for late Monthly Reports, or when the director deems necessary. The School reserves the right to act on behalf of religious beliefs. STUDENT CONDUCT: Acceptable behavior and appropriate (decent) dress are required at school functions or away from school functions, as students are to behave as a representative of the school. We expect a student’s appearance to show respect for God, his/her parents, school & self. Students should dress modestly in appropriate clothing. Replacing property damaged by student(s) will be the parent’s responsibility. It is required of parents to report any and all conduct violations that are of any significance or noteworthy to the Director. A first infraction will be documented, and depending upon the severity, it is at the discretion of the Director and the school administration if the student is dismissed. A 2<sup>nd</sup> infraction may be grounds for immediate dismissal. Attendance in a wide variety of school functions is not required; however, total un-involvement or infractions of behavior and/or dress code may lead to dismissal from the school.
- **Family Tree Private School reserves the right to review or request any information** or records for the purpose of processing the Application, or obtaining transcripts or student records; and I/we agree to provide assistance in obtaining information or records for the same. All fees must be satisfied for records to be released. DISMISSAL PROCEDURES: If Monthly Reports &/or tuitions are late, *or if* a family is in violation of any of the school’s policies, or does not adhere to the agreements found in the Enrollment Application, Grade Validation/Academic Standards of Mastery, and Promotion Policies, or the Parent Teacher Agreement, then the student can be withdrawn with No notice. A “Dismissal Warning” Letter is not to be expected as a prelude to being withdrawn, as a student **can be withdrawn with No notice**. Annual review of progress, conducted during Guidance Consultation is required upon request for 8<sup>th</sup> – 12<sup>th</sup> grade, or struggling students.
- **Purchases charged to the school, and not authorized first by the Director in writing, are the responsibility of the parent.**
- **Custody or guardianship of the student(s) is held solely by me/us**, the natural or adoptive parent(s) or legal guardian(s) with whom the child lives. I/we, the legal guardian(s) or parent(s) of the student(s) in the application have not been convicted of child abuse, neglect or endangerment, and upon any incident of the same occurring after this date, I/we will inform Family Tree Private School. BOTH PARENTS, IF IN HOUSEHOLD TOGETHER MUST SIGN:
- **All fees are non-refundable and I have received and understood the school’s Policies.**

*By signing, I attest that all answers submitted on this form are true and accurate and I agree to the following:*

\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Date

\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Date

Submit the appropriate fees, and the following signed forms from the Enrollment Packet: **1)** This Enrollment Application; **2)** Parent Teacher Agreement Form; **3)** School Withdraw/Records Request Form; and **4)** FOR 8<sup>TH</sup> GRADERS & ABOVE, THE High School Agreement (3pgs.) (NOT INCLUDED IN THIS PACKET) SEE THE HIGH SCHOOL PACKET.