



# Franklin Christian Academy Umbrella Program

Welcome to our FCA Umbrella Program. Our desire is to serve you as you educate your child for the glory of God's kingdom.

In addition to our five day a week campus program we also provide an umbrella program for those families who are home schooling according to the state's educational laws and the policies of the Tennessee Association of Church Related Schools.

Our services include: record keeping, attendance reporting, achievement testing, transcripts, high school diploma among others.

## Enrollment and Participation Procedures for the Franklin Christian Academy Umbrella Program

Upon signature of the application form, the families are acknowledging their responsibility to the umbrella program and obligate themselves to adherence to the policies and procedures.

### Enrollment Procedures:

- 1. Return the completed application for enrollment, curriculum list, request for records and appropriate fees.** Failure to enroll before September 1 (when most public schools begin) could be viewed as a violation of the state's truancy laws. *Returning students must complete enrollment and curriculum forms each year enrolled.*
- 2. Submit Official green Tennessee Child Health Record form** unless already included in previous school records. This form may be obtained from your doctor or County Health Dept. Parts I & II must be filled out. Part III of this form must be filled out *only* if your child is *initially* entering Tennessee schools (K-12). A written statement explaining reasons for religious exemption from this requirement is permitted.

Participation Procedures: Failure to comply with any of the following may result in expulsion from the program.

1. Begin counting days toward attendance once your student is enrolled in our program. For example: You start home schooling your child August 1st but don't enroll with us until September 15th. You may NOT count your school days from August 1st – September 15th to fulfill the 180-day school requirement.
2. **Any student who has been withdrawn from or has not attended their previous school for more than five (5) consecutive school days before making application to Franklin Christian Academy Umbrella Program will not be accepted.**
3. Teach the state law requirement of 180 calendar days of a minimum of four hours per day. Submit to FCA Umbrella Program the Grade and Attendance Report as required (Jan. and June)\*. These will be mailed to you in December and May. **We will not issue transcripts if these are not on file.** Our school year ends on June 1st. Semester 2 Grade and Attendance Reports are due on June 15th. The new school year begins on July 1.

False information given in the enrollment form or any other report required by the Franklin Christian Academy School Umbrella Program will result in immediate dismissal from the program.

### School Policies:

**Enrollment:** The registration process starts when the parents or legal guardian submits the enrollment forms and required fees and receives the official acceptance letter.

**School Year:** School year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year. Enrollment is open year round. Early enrollment for the upcoming year starts in May. Failure to enroll prior to September 1 could be construed as a violation of the state's truancy laws and therefore we HIGHLY RECOMMEND registration no later than September 1.

**Attendance:** By state law, all students must complete at least 180 calendar days of school work per year. The law also requires students complete a minimum of four hours of school work each day.

**Semester Reports:** Parents will be required to submit an attendance and grade average report at the end of each semester. The first semester reports are due no later than Jan. 10<sup>th</sup> and the second semester reports are due no later than June 15<sup>th</sup>. Withdrawal mid semester requires that these reports are submitted immediately to bring the student file current.

**Achievement Tests:** Achievement tests are required in the following grades: 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> and 11<sup>th</sup> or 12<sup>th</sup>. FCA Umbrella program provides Stanford tests for 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grades. The PSAT is provided in the 10<sup>th</sup> grade and ACT or SAT exams are required in the 11<sup>th</sup> or 12<sup>th</sup> grades as well as being required for graduation.

**Dress Code:** When participating in school functions (including but not limited to achievement testing, sports, etc.) all students will be expected to follow the dress code requirements: We do NOT allow offensive t-shirts with inappropriate graphics, text or paraphernalia. Girls must dress modestly, no tank tops or short shorts. No facial or body piercings other than one pair of earrings for girls. No sagging pants on boys. Smoking is against the law for under 18 and is never allowed at any function.

## Registration Fees

Registration fees are due with the application. Students are not fully enrolled and enrollment letters will not be sent out until checks have cleared the bank. Please consider this if your child has been out of school more than 5 days.

**Seniors may register/enroll in our program until February 1st of the current school year.**

\$80.00 per student K - 5th grade (includes achievement tests for 5<sup>th</sup> grade only, testing is not available for lower grades)

- Second child \$70
- Third Child \$60
- Fourth child or more \$50

\$90.00 per student 6th - 8th grade (includes achievement testing for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades)

- Second child \$80
- Third Child \$70
- Fourth child or more \$60

\$110.00 per student 9th - 12th grade (includes achievement test in 9<sup>th</sup>, PSAT & PLAN in 10<sup>th</sup>)

- Second Child \$100
- Third Child \$90
- Fourth Child and more \$80

\$110.00 per student - Summer School (June 1 - August 15)

**Deadline for Senior enrollment – Feb. 1**

**Additional \$25.00 per student late fee for all registrations postmarked after September 15th.**

## Refund Policy:

**Due to processing expenses, once registration is received we can give no refunds for fees.  
Service fee on all returned checks - \$25.00.**

# Franklin Christian Academy Umbrella Program

Application for Enrollment 2009 - 2010

P.O. Box 157 Franklin, TN 37065 Phone: 599-9229

New student \_\_\_\_\_ Re-enrollment \_\_\_\_\_

**Child's Full Legal Name:** Last \_\_\_\_\_, First \_\_\_\_\_ MI \_\_\_\_\_

Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Grade Level \_\_\_\_\_

Date of Birth: \_\_\_\_\_ **Student S.S.#** \_\_\_\_\_ Student Driver License # \_\_\_\_\_

Sex: \_\_\_\_\_ Home Phone #: (\_\_\_\_) \_\_\_\_\_ Work Phone #: (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Years Home Schooling: \_\_\_\_\_ Grade: \_\_\_\_\_ Student Graduating in: \_\_\_\_\_

Primary Teacher's Name \_\_\_\_\_ Circle : Mother/Father/Guardian Educational Level \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Name : \_\_\_\_\_ Occupation: \_\_\_\_\_

Father's Driver License #: \_\_\_\_\_ Mother's Driver License #: \_\_\_\_\_

Church Name : \_\_\_\_\_ How long a member: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone : \_\_\_\_\_ Pastor : \_\_\_\_\_

Has student ever been suspended from any school ? \_\_\_\_\_ If yes, give date : \_\_\_\_\_

Has student ever been arrested ? \_\_\_\_\_ If yes, give date : \_\_\_\_\_

*If you answered "Yes" to either of the above questions, please explain on a separate sheet of paper.*

\_\_\_\_\_ Check if you desire for this student to take the standardized achievement test this year. (**Our testing location will be in Franklin, TN**)

Are you a member of HSLDA ? \_\_\_\_\_ Member # \_\_\_\_\_

How did you hear about Franklin Christian Academy? \_\_\_\_\_

## **A high school diploma is required to teach a student in 9<sup>th</sup> through 12<sup>th</sup> grade .**

I, \_\_\_\_\_ certify that I received my high school diploma or GED from \_\_\_\_\_

(Institution Name ) on \_\_\_\_\_ (date).

I understand and agree to comply with the policies and procedures pertaining to Franklin Christian Academy Umbrella Program.

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee Owed \_\_\_\_\_ Paid \_\_\_\_\_

## **The following must be complete or application will be returned.**

If you were not registered with FCA last year, please give us the following information from your previous school or umbrella program:

Full legal name of student : \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade \_\_\_\_\_

School Name & Address : \_\_\_\_\_ Phone : \_\_\_\_\_

City: \_\_\_\_\_ State : \_\_\_\_\_ Zip: \_\_\_\_\_

I give permission to release all school records to Franklin Christian Academy Umbrella Program.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

