



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 **Any student who has been withdrawn from or has not attended their previous school for more than five (5) consecutive school days before making application to Franklin Christian Academy Umbrella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 1st and ends on June 30th 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. 10th and the second semester reports are due no later than June 15th. 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: 5th, 7th, 9th or 10th and 11th or 12th. FCA Umbrella program provides Stanford tests for 5th, 7th, 8th and 9th grades. The PSAT is provided in the 10th grade and ACT or SAT exams are required in the 11th or 12th 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 5th 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 6th, 7th, and 8th grades)

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

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

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

\$110.00 per student - Summer School (June 1 - August15)

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 2010- 2011

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 9th through 12th 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

Please make check payable to FCA Umbrella Program and designate "Umbrella Program" on outside of envelope.



FRANKLIN CHRISTIAN ACADEMY

EDUCATING OUR CHILDREN THROUGH ACADEMICS, COMMUNITY, AND DISCIPLESHIP

AUTHORIZATION TO RELEASE TRANSCRIPT

Parent, please complete and sign this form. Be sure the information is complete, including school fax number and address.

Student's full name _____
first middle last

Current grade level _____

Date of Birth _____ Age _____ Home Phone _____

Applicant's address _____
Street city st zip

My child is an applicant for admission to Franklin Christian Academy Umbrella Program. I hereby *authorize you to release to* Franklin Christian Academy Umbrella Program the following records: (1) a certified copy of the complete transcript (including grades, credits, all standardized test results, and conduct reports), (2) immunization, health records and (3) a copy of all disciplinary records.

Mail records to: Franklin Christian Academy Umbrella Program, PO Box 157, Franklin, TN 37065

Parent's Signature _____ Date _____

School Administrative Staff (Must be completely filled out by applicant)

Name of Current School _____

_____ school address telephone (voice)

_____ City state zip

_____ E-mail address telephone (fax)

FranklinChristianAcademy

Educating Our Children Through Academics, Community, and Discipleship

Umbrella Program – due no later than Jan. 10th

PO Box 157, Franklin, TN 37065 Phone: 599-9229 Fax: 599-9441

Grade/ Attendance Report 2010-2011

Semester I

Use ink and please print.

Student's Name _____ Grade Level _____

	Sem Gr.	Final Grade	Credit Received (High School only)

Days completed this semester _____

Comments _____

Parent's Signature _____ Date _____

Grading Scale:

A+	98-100	C	73-76
A	95-97	C-	70-72
A-	90-94	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	0-59
C+	77-79	I	Incomplete

FranklinChristianAcademy

Educating Our Children Through Academics, Community, and Discipleship

Umbrella Program – due no later than June. 15th
 PO Box 157, Franklin, TN 37065 Phone: 599-9229 Fax: 599-9441
 Grade/ Attendance Report 2010-2011

Semester II

Use ink and please print.

Student's Name _____ Grade Level _____

Subject	Sem Gr.	Final Grade	Credit Received (High School only)

Days completed this semester _____

Comments _____

Parent's Signature _____ Date _____

Grading Scale:

A+	98-100	C	73-76
A	95-97	C-	70-72
A-	90-94	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	0-59
C+	77-79	I	Incomplete