



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. This program is for 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: We provide the legal documentation for grades and attendance.

Standardized Testing: We offer standardized testing for 5th-10th grades and the PSAT in the 10th and 11th grades.

Transcripts: Transcripts are needed to transfer to a different school or for seniors applying to college.

High School Diploma: A formal diploma will be mailed to home upon completion of requirements.

Phone Support: Feel free to call us during school hours. We are happy to answer any of your questions, and if we don't know the answer, we will do our best to find it for you.

Participation in Sports for High School Only: Beginning in the school year 2025-2026 we will be under a new athletic association, TSSAA. By joining this association we will be subject to additional policies. Students will enroll in the umbrella program as normal but the two additional policies affecting umbrella families are: 1) Umbrella Students must live within a 20-mile radius from the school. 2) Umbrella Students participating in sports at a private school must meet tuition requirements; meaning either paying full tuition or applying for financial aid and paying whatever amount would be due to attend the school.

Online Courses: Variety of courses offered for students in 6th - 12th grade through Sevenstar.org (curriculum option that parents must pay for separately)

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. Students moving from out of state may submit their immunization record.

Participation Procedures:

*Failure to comply with any of the following or giving false information in any report 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. You must teach the state law requirement of 180 calendar days with 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 emailed to you in December and May. We will not issue transcripts if these are not on file. Our school year ends on June 15th. Second semester grade and attendance reports are due on June 15th. The new school year begins on July 1.

4. If grades and attendance are not due by the deadline (January 15th for fall semester and June 15th for the spring semester), your student may be withdrawn from the program. Additionally, home-school students are not eligible to participate on any FCA athletic teams if their grades and attendance have not been turned in.

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 15th of the following year. 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 4 hours of school work each day.

Classes and Curriculum: The parent can choose the curriculum for their student's classes, and it must be submitted on the application at the time of registration. Any curriculum or class changes throughout the year must be turned in by the parent. Curriculum for high school students must be high school level and is required in order for the student to receive credit. If curriculum is not submitted for a class, credit will not be given.

Semester Reports: Parents will be required to submit attendance and grade reports at the end of each semester. The first semester reports are due no later than Jan. 15th 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.

Student's Grade Level: In the summer, parents can choose to have their student repeat or skip a grade level. Once you register your student for a grade level, the student must remain in that grade level for the entire school year (July-June).

High School Credit and Transcripts: High school credit will only be given for classes submitted at the beginning of the year with the appropriate curriculum listed on the application. Parents must submit number grades for each class on the semester reports during the current school year. The FCA Umbrella Program will not retroactively alter or change official transcripts once the current school year is over (i.e. we will not add or alter classes for previous school years on an official transcript).

Standardized Tests: Standardized tests are required in the following grades: 5th, 7th, and 9th or 10th. FCA Umbrella Program will provide a standardized test for 5th - 10th grades in April. The PSAT is also provided in the 10th and 11th grades. It is the parents' responsibility to register their student for all testing. An email reminder is sent in the spring. Testing is free and included in your student's registration fee, but a \$40 cancellation fee applies to each student who does not show up for testing. The ACT or SAT exams are required in the 11th or 12th grades as well as being required for graduation. The family must register their student to take the ACT or SAT as FCA does not provide those tests.

Behavior and Dress Code: When participating in school functions (including but not limited to standardized 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 ages under 18 and is never allowed at any function. All students are expected to conduct themselves in a respectful manner. Failure to do so could result in expulsion from the Umbrella Program.

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.

Deadline to enroll for the current school year is February 1st. We cannot accept students after this date.

K - 4th Grade: \$100 per student

5th - 8th Grade: \$120 per student - Includes standardized testing for 5th through 8th grades

9th - 11th Grade: \$140 per student - Includes standardized testing in 9th and 10th grades and the PSAT in 10th and 11th

12th Grade: \$150 per student - Includes issuance of high school diploma upon completion of all requirements

Summer School: \$150 per student - (June 1 – August 15)

Additional \$25 per student late fee for all enrollments postmarked after September 15th

There is a \$5 transcript fee for official high school transcripts to be sent to colleges.

Please note that it takes 5-10 business days to process all transcript requests.

There is a \$5 fee for attendance letters for the DMV. The first one is free, and each additional letter is \$5.

Refund Policy:

Due to processing expenses, once registration is received, we cannot give any refunds for fees.

Service fee on all returned checks - \$25.00.

TN Department of Education State Requirements for High School Graduation:

English: 4 Credits – 9th, 10th, 11th, and 12th English (typically includes both composition and literature components)

Math: 4 Credits – Algebra I, Geometry, Algebra II, and a fourth higher level math course such as Pre-Calculus (one credit must be taken every year a student is in high school)

Science: 3 Credits – Biology, Chemistry or Physics, and a third lab course such as Physical Science

Social Studies: 3 Credits – U.S. History and Geography, World History and Geography, U.S. Government and Civics (1/2 credit), and Economics (1/2 credit)

Foreign Language: 2 Credits – must be 2 years of the same language such as Spanish, French, Italian, Mandarin, Latin, Greek, Hebrew

Physical Education and Wellness: 1.5 Credits (Health 1 credit and PE 0.5 credit)

Fine Arts: 1 Credit – examples include Music, Theatre, Dance, Art

Personal Finance: 0.5 Credits

Elective Focus: 3 Credits - Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)

Total: 22 Credits Needed to Graduate

Please note that it is the parent's responsibility to make sure all classes are being taken in order to graduate. We can advise you what classes need to be taken, but it is ultimately the parent's responsibility to make sure the correct classes are being taken and curriculum has been submitted. The umbrella program will not issue a diploma unless all requirements have been met

FCA Umbrella Program Grade Scale

Letter Grade – Number Grade

A+ (95-100) A (92-94) A- (90-91) B+ (86-89) B (84-85) B- (80-83) C+ (76-79) C (74-75) C- (70-73) F (0-69)

Franklin Christian Academy Umbrella Program

Application for Enrollment 2025-2026

P.O. Box 682712 Franklin, TN. 37068 Phone: 615-599-9229 Fax: 615-599-9441

Email: umbrella@franklinchristianacademy.org

New student _____ Re-enrollment _____

Child's Full Legal Name: Last _____, First _____ MI _____

Student's Grade Level: _____ Sex: _____ Date of Birth: _____ Student S.S. # _____

Student Driver License # _____ Years Home Schooled: _____

Primary Teacher's Name: _____ Relation to student (Circle) Mother / Father / Guardian / Other _____

Father's Name: _____ Occupation: _____

Father's Cell #: (____) _____ Father's S.S. # _____

Mother's Name: _____ Occupation: _____

Mother's Cell #: (____) _____ Mother's S.S. # _____

E-mail Address (this is the email we will use to communicate with you): _____

Home Phone #: (____) _____

Home Address: _____

City: _____ State: _____ Zip: _____ County: _____

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.

Are you a member of HSLDA? _____ Member # _____

How did you hear about Franklin Christian Academy? _____

Sports: Student plans to participate in the following sports (check all that apply) ☐ None ☐ Not Sure

☐ Football ☐ Boys Basketball ☐ Girls Basketball ☐ Soccer ☐ Girls Volleyball

☐ Cross Country ☐ Boys Baseball ☐ Golf

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. Upon our signature, our family acknowledges our responsibility to the umbrella program and obligates ourselves to adherence to the policies and procedures.

Mother's Signature _____ Print Name _____ Date _____

Father's Signature _____ Print Name _____ Date _____

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

Fee Owed _____ Paid _____

(Must be submitted with application – one for each student enrolled)

2025-2026

Student Full Legal Name: _____ Date of Birth _____

- **Please read: It is the parent's responsibility to find and purchase curriculum materials for their student.**

[illegible]

Signature of Parent or Guardian

Date

Return with application and registration fee to:

Franklin Christian Academy Umbrella Program, P.O. Box 682712, Franklin, TN 37068

Phone: 615-599-9229 Fax: 615-599-9441 Email: umbrella@franklinchristianacademy.org



AUTHORIZATION TO RELEASE OFFICIAL SCHOOL RECORD

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 State Zip

My child is registered to attend 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 682712, Franklin, TN 37068

Parent's Signature _____ Date _____

Must be completely filled out by applicant

Name of Previous School/Umbrella _____

School Address Telephone (voice)

City State Zip

E-mail address Telephone (fax)