

Requirements (continued)

in to your previous school all books and materials belonging to them.

If you are transferring from another school, your folder should have the information listed in a, b, and c OR a, b, and d above. It is assumed that all information submitted by you is truthful and correct, and that you are not under investigation by any type of authority (including truancy cases). Your admission is conditional, pending receipt of the above, and that information submitted is true and accurate.

Registrations-Other States

Some parents have moved out of state and have chosen to remain registered with FCA. For these and various other reasons, our out of state enrollment continues to increase. To meet the need, we have elected to offer FCA's services to parents across the nation irregardless of which state they call home.

To register with FCA from outside the state of Tennessee, use the regular registration form provided in this packet and send it to the closest FCA Boostore listed on the form. In the event that there is an FCA coordinator within your state, you will be placed in contact with them.

1. Submit a copy of birth certificate. Public, private or Christian school transferees need not submit.
2. Submit FCA Progress and Attendance Reports, as required.
3. Teach the required 180 days of school with a minimum of four hours per day.
4. You have read and are in agreement with FCA's Statement of Faith and Policy.

Education laws vary from state to state. Although FCA's high academic and attendance requirements meet or exceed those of most states, it is the responsibility of parents enrolling their children to become informed regarding the education laws in their particular state. In any case, however, FCA supports the right of parents to direct the education of their children and to choose any parent-directed home education program.

Tennessee Tobacco Law

TCA 39-17-1505. Prohibited purchases by minors.-(a) It is unlawful for a person who has not attained eighteen (18) years of age to purchase or accept receipt of a tobacco product, or to present or offer to any person any purported proof of age which is false, fraudulent, or not actually that person's own for the purpose of purchasing or receiving any tobacco product.

Policies

Re-enrollments

FCA members should be re-enrolled by the start of the first school day in your county or September 15, whichever comes first. We encourage parents to register before they start their first day of schooling so that FCA can give credit for all schooling days. We cannot give credit for the days that a student is not enrolled with FCA. Any students who do not re-enroll before September 15 may be considered truant. There will be a \$50.00 penalty in addition to the fees when re-enrolling after September 15th.

Records/Acceptance Policy

FCA students records are kept confidential and will only be released upon receiving a written verified request from the parents or legal guardian of the student. If you would like to preview your child's records, please call your local FCA office to set up an appointment. Upon receiving your completed registration form and transfer request form, FCA will request a transcript of grades from the last school your child attended. Reports, test scores, transcript request, etc., are all handled by us. However, if you have any outstanding obligations to your previous school (books not turned in, fees owed, etc.), it will delay your transcript. This transcript will be kept in the student's cumulative folder. It takes approximately 4 to 6 weeks to receive records from a previous school.

Upon completion of the Enrollment and Transfer Request Forms, you are temporarily accepted and registered in FCA, unless we find discrepancies in the forms you have submitted. If any are found, FCA will notify you at that time. The number of school days start when you enroll. (Example: you start home schooling in July, but do not register with FCA until the following February. The period between July and February will not be taken into account at FCA.)

Family Christian Academy of East Tennessee is a private, not for profit school under the ministry of Berea Baptist Church and is subject to the established standards and by-laws of the church. For this reason, the Board of Family Christian Academy of East Tennessee reserves the right to reject any application for enrollment at any time without formal explanation. Families accepted by Family Christian Academy are subject to the policies as stated in the enrollment packet for continued enrollment after the enrollment application has been accepted.

Requests

For your protection, all your requests, of any nature, must be in writing.

Transfers to Out of State or Another School

When transferring to another school or out of state, it is the responsibility of the new school to notify us of this transfer in writing. Student/teacher cards must be returned with the written request, or the transfer will be delayed. Records will be sent directly to the student's new school. Transfer of records takes approximately 2 to 4 weeks. When transferring, we must have all progress and attendance reports on file, or grade placement may be challenged by other schools. Be sure all reports are current. For students transferring in the middle of a semester,

semi-annual reports must be turned in up to the day of transfer. Failure to have submitted current reports will result in a loss of credit.

Requesting Transcript of Grades

Transcripts of grades are provided, upon request, for 9-12th grade. When making a transcript for 12th grade, we will send the parent or guardian two certified copies, one for college application and one for the parents. Request for transcripts in 9-11 grade and extra 12th grade transcripts are \$9.00 each. Copies of student records are available for grades K-8, at \$0.50 per page.

Driver's License Form-SF1010

Driver's License request (Form SF1010) must be in writing (use form on pg. 25); a birth certificate must be on file with us (issued on or after 15th birthday), and the student must have already been enrolled for a minimum of 60 days. Reports must be current. Responses require approximately 7 to 10 business days.

Fee/Refunds

Registration and on-grade standardized achievement testing shall be paid in full at registration, no exceptions. **In the event of a transfer, refunds for the annual achievement testing must be requested in writing and received by our office no later than January 1st.** Due to processing expenses, once registration is received we can give no refunds for tuition. We cannot give refunds on pre-registration fees for planned events.

Change of Address

If you move, or change your phone number be sure to send us a change of address card or a letter stating your new address and/or phone number. Do not call. It must be done in writing (you can use the Request Form on pg. 27). If we cannot contact you, you may miss important information or announcements.

Grade Changes

If you would like your students to skip a grade, he/she must first take the achievement test. Based on his/her test results, the student may or may not be promoted. Example: Your seventh grade student would like to be in ninth grade next year. He/She must first take the seventh grade achievement test and then, based upon his/her scores, he/she may be promoted to ninth grade. Requests must be made in writing. Students in high school may not skip grades. Must have minimum SAT stanine of 8.

Credits

In order to clear some confusion, our credit policy for children under high school grades is: if your 7th or 8th grader is taking High School classes in order to receive credit, it must be through a class or co-op. The teacher must write a syllabus of the class and state that it is a high school level class. For our high schoolers taking college level classes, a 3 credit course would be a 1/2 credit on our attendance and progress report. A 5-6 credit class would be a full credit when submitting report. Send in a copy of your report card from college so we know to identify those classes as college classes. FCA East uses the Carnegie Unit of Measure for credit calculation.