



Family Tree Private School

ENROLLMENT APPLICATION

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I. 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

You may create a "unique identifier" number instead of using the 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:

II. Required Documents

Put a check by "Now" if submitting the required document with your Enrollment Application; or check "Later" if documents will be submitted within 30 days.

SUBMITTING:

Now __, or Later ___ Copy of Birth Certificate

Now __, or Later ___ Immunization Record or Exemption (In accordance with law)

Now __, or Later ___ NA ___ Health Exam - School Form **IF** first time in a Florida School,

Now __, or Later ___ Official School Transcripts. Check **Now** if sending Withdraw/Request of Records

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

 YES NO PLEASE LIST: _____

Submit fees, required documents (listed above) and signed forms from the packet including: *Parent Teacher Agreement*, *(This) Enrollment Application* and the *High School Agreement* for 8TH grade and up.

Sections III and IV Below are Detailed Further on Other Documents in Application Packet.

III. Fee Schedule

(Fees are structured so that K-8 students are not paying the same fees as high school level students.)

All fees are due for the whole year no matter how late in the year one enrolls. There are no refunds.

BASIC FEES ALL STUDENTS: **Annual Registration:** \$125 annually for 1st Student; \$50 annually for 2nd child and each child thereafter. **Monthly Tuition:** \$40 1st Student - \$20 additional children. Parents purchase curriculum. Tuition is for 10 months.

BASIC FEES HIGH SCHOOL (In addition to fees above): **Transfer of Credits** (\$30 per year) processing high school records for new high school students, and **Graduation** (\$50). Summer School (if elected) \$40 Registration, \$40 Monthly Tuition (2 months). Maximum 2.5 credits can be earned in the summer.

OTHER FEES: **Re-instatement** (if disenrolling then returning same year) (\$50); **Late Enrollment** (after October 1st) (\$30); **Special Programs Processing** (\$60) for submitting online transcript data for scholarship processing including FHSAA or Bright Futures. (You need to submit "Extra Programs/Scholarship Processing Form".) THERE IS NO CHARGE FOR SUBMITTING A PAPER COPY OF YOUR TRANSCRIPT. **Testing in Credits:** Registration & tuition is required for the years to be tested in. Credit for past high school homeschooling work can be earned by "testing in". The school Director will manage the process, such as providing testing, examining appropriate test scores, examining portfolio work, creating official transcripts, etc.

SUMMARY OF FEE SCHEDULE:

- **STUDENTS ENTERING AFTER THE 9TH 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 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 and pay school registration & tuition fee for years for the credits that are to be awarded by being "tested in". Credit requirements must be met to graduate from FTFS.
- **DISCOUNTS** for siblings or cousins are only in effect for the time that the other sibling or cousin is still enrolled.

(Continued: Summary of Fee Schedule)

- **IF A STUDENT WITHDRAWALS** for any reason there is a \$50.00 re-entry fee to re-enroll your student. 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 graduation fee to cover administrative costs of processing graduation records and a High School Diploma. The student must submit a letter requesting graduation.
- **EXTRA PROGRAMS/SCHOLARSHIP PROCESSING:** If the school is to be involved in uploading transcript data, or completing administrative work with regard to processing scholarships or paperwork for an outside program, there is a \$60 fee required to be sent with 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 scholarship organizations or colleges early in the 10th 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 for any program or scholarship. This is up to the organization offering the program or scholarship.

IV. 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 and/or tuitions are late, the *student may be automatically withdrawn*. Monthly Reports may be sent in Quarterly and cumulative information will be on all subsequent Report Cards. Reports Cards may not be issued for the quarter when Monthly Reports are missing or 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 of annual hours equal to 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 other programs, but instead as “Private School Students”.** Remember to register in other programs 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. Refer to the “Promotion Policies” for a description of testing policies and recommendations for the annual testing requirement.

_____E. **I will pay all fees** according to schedule.

_____D. **I will maintain healthy, educational activities for my student to engage in, such as membership with** local homeschool or educational support groups, community associations or activities of my choosing that will benefit my student.

- **I agree to submit true and accurate information** at all times as a condition for maintaining enrollment, and will be bound to the *Parental Responsibilities* in this Application. I will assure that a letter of Withdraw from Homeschooling is submitted to the school district if my student was enrolled as a “homeschooler” and is transitioning to Family Tree Private School (FTPS); and I understand my child is considered automatically withdrawn from FTPS should he/she become enrolled elsewhere.
- **FTPS benefits are rescinded after withdrawing**, such as teacher benefits in the community (teacher ID Cards are to be returned or destroyed), and/or benefits made available at certain associations as an enrollee of FTPS. 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 and under** the supervision parents, or the supervision of others while under parents’ direction. Parents are responsible for these costs.
- **I/we will provide all curricula** and educational activities or tests and 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 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. Transcripts will be recorded with “I”s (for Incomplete) if a student does not complete annual evaluations or testing or is missing Monthly Reports.
- **My child may be removed from enrollment or enrollment denied or rescinded at the discretion of the Director** for late Monthly Reports, or when the director deems necessary. FTPS 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 and 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 2nd 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 including violations of 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 Enrollment Application or obtaining transcripts or student records; and I/we agree to provide assistance in obtaining information or records. All fees must be satisfied for records to be released. **DISMISSAL PROCEDURES:** The *student can be withdrawn with No notice* if Monthly Reports and/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. A "Dismissal Warning" Letter is not to be expected as a prelude to being withdrawn. A student **can be withdrawn with No notice**. Review of students' progress by the Director is conducted throughout the year. Parents are encouraged to request a Guidance Consultation for 8th – 12th grade or at any time for a student struggling academically or if you or your students have questions about career or vocational pursuits.
- **Purchases charged to the school on behalf of students are the responsibility of the parent.**
- **I/We have legal custody or guardianship of the student(s)** as 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 occurring after this date, I/we will inform the school Director.
- **All fees are non-refundable and I have received and understood the FTPS Policies.**

By signing, I attest all answers submitted on all forms are true and accurate.

_____ Parent/Guardian _____ Date

_____ Parent/Guardian _____ Date

Submit appropriate Fees, Enrollment Application, Parent Teacher Agreement and High School Agreement (for 8th grade and up).