

(For Church records only - Please fill out one per student)
Sacred Grove Academy Admission Form

Family Information (for home where child is living):

Student's Full Legal Name: _____
Who does child live with?: _____
Name of Custodial Father/Guardian: _____
Name of Custodial Mother/Guardian: _____
Family address: _____
Phone number(s): _____
E-mail Address(es): _____

Fill out only if student is not living with custodial parent or guardian:

Parent or Guardian's Name: _____
Address/City/State/Zip: _____
Home Phone: _____ Email: _____

Divorced Parents:

If parents are divorced, who is the non-custodial parent? _____
What legal rights per the child has the non-custodial parent been granted? _____

Teaching Arrangements:

Who will be the primary teacher? _____
If not a parent, please explain the arrangement and your reasons. _____

School that child last attended: _____

If not a parent or guardian listed above, please fill in the following:

Teacher's Name: _____
Address/City/State/Zip: _____
Home Phone: _____ Email: _____

Fees Sent:

One-Time Enrollment Fee: \$ _____ (\$25/child)
Tuition (yearly): \$ _____ (\$50/full yr, June 1-Dec 31; \$25/half yr, Jan 1-May 31)
Are you a CST member? Yes _____ No _____ (If yes, you qualify for a \$15 discount on the tuition fee)
Total paid: \$ _____ **MAKE CHECKS OUT TO CHURCH OF THE SPIRAL TREE**

Public School System Information:

In order to send the Enrollment Form to the correct superintendent, we need to know what public school *system* your child would normally go to, according to WHERE YOU CURRENTLY LIVE. This would either be a County or a City school system. *For instance, in the Auburn/Opelika area, there are three public school systems that a child could attend, depending on where the family lives. In Auburn city limits, we have the Auburn City School system. In the Opelika city limits, we have the Opelika City School system. And outside of both of those city limits, but within the bounds of Lee County, we have the Lee County School system. Each of these has a different superintendent with a different mailing address.* Not all cities have their own school system - many county school systems serve ALL students in that county, regardless of what city limits they live in. If you don't know what school district (i.e., city or county) your family lives in (say, you just moved there, and have not enrolled in school at all), call a realtor's office, or call any nearby Board of Education, and give them your address. They will be able to look this up for you.

My public school SYSTEM is: _____

Records:

If you are requesting a records transfer from your child's former school, we will automatically forward them on to you, unless you tell us otherwise! Do you want us to keep your records in our files when we receive them?
Yes _____ No _____

(NOTE: REQUESTING RECORDS IS OPTIONAL!! In order to receive the records, you must fill out a Request for Records Transfer Form and mail it to your former school.)

I have read and agree to the policies outlined on the following page:

Signature: _____ Date: _____

POLICIES FOR CONTINUED ENROLLMENT; ATTENDANCE

Attendance Forms: As part of your enrollment contract, you agree to send in an attendance form for each child enrolled with Sacred Grove Academy, and must contain all months/days from when the child was initially enrolled, until July 1, when all enrollments end. These forms must be received by August 1 at the very latest, **REGARDLESS OF WHETHER YOU ARE RE-ENROLLING** for the next school year.

These attendance reports (supplied in start-up packet and available on this website) are required **BY THE STATE OF ALABAMA** to be filled out for each enrolled child and mailed back to us at the end of the school year. We don't ever have to give these to anyone, but by law, must keep them for each student. (Keep a copy for yourself!) If, by **AUGUST 1** of the following summer, which is the deadline for re-enrollment, you have not sent these attendance forms for each child, you will be dropped from enrollment with Sacred Grove, and an official letter to your local school superintendent will then be sent stating that you are no longer enrolled in Sacred Grove Academy, **EVEN IF YOU HAVE PAID YOUR TUITION!!**

PLEASE NOTE: If you do **NOT** send in your child's attendance forms, even if you do not re-enroll by **AUGUST 1**, no records or information about that child will be released to you or to subsequent schools that may request such, nor will we provide diplomas, transcripts, letters giving date of withdrawal for purposes of GED, driver's license, or other reason, or any other information requested for that child, until these forms are received. Furthermore, if these forms are not received within 12 months of your withdrawal (for example, 2005-2006 forms sent in by August 1, 2007), all of the above will apply, ***and*** no one in your family will be allowed to enroll or re-enroll in Sacred Grove Academy at any point in the future for any reason.

Once enrolled, you are considered to be enrolled until the following July 1, unless

1. You notify us that you are withdrawing, and send in attendance forms
2. We discover that you have enrolled your child in a different school when that school sends us a request for your child's records, and you have not officially withdrawn, or
3. Your summer or winter newsletter is returned undeliverable because you have moved and not sent in a change of address, and we cannot then get in touch with you by phone or email; as we will have no way of knowing whether you are still in your original school district or even in the state (Note: if your newsletter comes back, we make a reasonable attempt to contact you before dropping you from the rolls)

In all the above cases, an official letter to your local school superintendent will then be sent stating that you are no longer enrolled in Sacred Grove Academy.

IF YOU MOVE: If you move to a new residence ***within*** the state of Alabama, and you move into a different public school district, you **MUST** send in a new Enrollment Form for the new school district, immediately. You do not have to inform the previous school district that you have moved, but you do need to let the new one know that you are enrolled in a church school; otherwise you will be subject to truancy laws.

WITHDRAWAL POLICIES

How to Properly Withdraw From Sacred Grove:

You can officially withdraw from Sacred Grove at any time during the year. ****No refunds will be given at any time!**** You can also withdraw the following summer when re-enrollment time comes around (**AUGUST 1** is deadline). Families withdraw for various reasons, including sending their children back to public school, or moving out-of-state.

To officially withdraw:

1. Send a notice to Sacred Grove by mail or by email, stating that you are withdrawing, **AND**
2. Send in your child's attendance forms, from the time he/she was initially enrolled up till the time of withdrawal.

An official letter to your local school superintendent will then be sent stating that you are no longer enrolled in Sacred Grove Academy (as required by state law).

NOTE: All enrollments end on July 1. If you don't re-enroll by August 1, you will be considered withdrawn, but may re-enroll at any point in the future, as long as all other policies have been adhered to.

Improper Withdrawals (Getting Dropped):

If you are dropped by Sacred Grove, we will notify the school board that you are no longer enrolled with us, and we will send a letter to your last known address stating the same. If you are not enrolled anywhere else, you will be subject to truancy laws.

You will be dropped from enrollment with Sacred Grove if:

1. You do not send your children's previous years' attendance forms in by August 1;
2. If you write a worthless check, and restitution is not made within 30 days (civil charges may apply); or if any other fees are in arrears and are not paid within 30 days;
3. If your summer or winter newsletter is returned undeliverable because you have moved and not sent in a change of address, and we cannot then get in touch with you by phone or email; as we will have no way of knowing whether you are still in your original school district or even in the state (Note: if your newsletter comes back, we make a reasonable attempt to contact you before dropping you from the rolls);
4. We discover that you have enrolled your child in a different school when that school sends us a request for your child's records, and we have not gotten an official withdrawal notice from you (**NOTE:** We will **NOT** send any information without receiving an official withdrawal from you!)

If you are dropped from the rolls due to reason #1 or #2, until your fees or forms are mailed in to us, no records or information will be released to you or to subsequent schools that may request such, nor will we provide diplomas, transcripts, letters giving date of withdrawal for purposes of GED, driver's license, or other reason, or any other information requested.

If you are dropped from the rolls due to reasons #3 or #4, no one in your family will be allowed to enroll or re-enroll at any point in the future for any reason, and no records or information will be released to you or to subsequent schools that may request such, nor will we provide diplomas, transcripts, letters giving date of withdrawal for purposes of GED, driver's license, or other reason, or any other information requested, **AT ALL.**