

# UNIVERSITY CHURCH CHRISTIAN ACADEMY

*a ministry of University Church of Christ*

## **Enrollment Requirements and Procedures**

### **Parent-Teacher Affiliation Procedures**

- Parent-teacher submits the Parent-Teacher Affiliation Request form along with a one time, non-refundable \$25 affiliation fee.
- The Release of Liability form must be signed by both parents/legal guardians and notarized. It should be submitted with the Parent-Teacher Affiliation Request form.
- Upon receipt of the Parent-Teacher Affiliation Request the UCCA administrator will schedule an enrollment conference with the parent-teacher to consider and approve affiliation with University Church Christian Academy.
- Once affiliation is established the parent-teacher will receive a New Student Enrollment packet for each of their children requesting enrollment in UCCA.
- Membership in the Home School Legal Defense Association is required for UCCA families. UCCA is a member of the HSLDA group membership discount program. Request the discount number from the administrator. If the family is a current member of HSLDA submit a copy of the family's membership card with the Parent-Teacher Affiliation Request. If not a current member, a copy of the HSLDA application should be submitted within one week of admission. A copy of the family's HSLDA membership cards should be submitted to the administrator when they are received.

### **New Student Enrollment Procedures**

- Complete the Student Enrollment Request and Record form for each student.
- Payment of each student's \$25 enrollment fee must be submitted with the enrollment request.
- Student enrollment fees will increase to \$50 per student after July 31.
- Complete the PUBLIC SCHOOL NOTIFICATION OF CHURCH SCHOOL ENROLLMENT form. The parent or guardian is required by Alabama law to notify the public school superintendent of the district in which the student resides that the student is enrolled in a church school.
- Complete the Request for School Records form. Students from the same school can be submitted on one form.
- Submit the student's current blue immunization form, certificate for medical exemption, or certificate of religious exemption. This will be requested from the student's former school.
- The Curriculum Log is due upon the orientation meeting in August or within one week of a late admission. Updates can be submitted with the student's grades in January and June. Submit a copy and keep the original in your files.
- A High School Plan should be submitted for students in the 9th –12th grade by the orientation meeting in August or within one week of a late admission.
- Transfer students should be in good academic and attendance standing at their current school, and students should not have a history of failing to comply with the policies of their other schools and the laws of the state of Alabama.

## **Parent-Teacher Requirements**

- The academic year for UCCA is June 1-May 31. A minimum of 170 educational school days is required.
- The Attendance Record for June 1-December 31 is due by January 15. The Attendance Record for January 1 - May 31 is due June 15. Submit a copy and keep the original in your files.
- Parent-teachers must submit the student's grades on the Grade Report form. Grades for June 1-December 31 are due no later than January 15. Grades for January 1-May 31 are due by June 15. Submit a copy and keep the original in your files.
- A teacher plan book of the parent-teacher's choosing must be maintained. Plan books must be available for review if requested by the administrator. Teacher plan books are for the parent-teacher's and student's protection and remain the responsibility and property of the family.
- Parents or guardians accept full responsibility for the emotional, spiritual and academic education of their child(ren).
- Parent-teachers must attend required teachers' meetings. Orientation is in August. Other meetings will be scheduled in January and June.
- Standardized testing of the parent's choosing is required by the end of third grade and every other year thereafter. The parent-teacher is responsible for the scheduling and cost of the testing.
- The parent-teacher must promptly submit a Withdrawal Request to the UCCA administrator if a student transfers to another school. The administrator is required by law to notify the public school superintendent of the student's withdrawal or dismissal from University Church Christian Academy. Transcripts will not be released without a withdrawal request on file.

## **Continuance of Teacher Affiliation and Student Re-Enrollment Requirements**

- Upon your family's membership renewal with the Home School Legal Defense Association submit a copy of your membership card to the administrator. Failure to renew your membership with HSLDA will result in a discontinuation of the teacher affiliation and the subsequent dismissal of the student from University Church Christian Academy.
- Complete your family's Continuance of Teacher Affiliation and Student Re-Enrollment Request form. The affiliation and re-enrollment request form is due by July 31.
- Payment of each student's \$25 enrollment fee must be submitted with the re-enrollment request form.
- If the re-enrollment request form and fees are not received by July 31, previously enrolled student(s) will be dismissed from UCCA and the superintendent of education notified of their withdrawal.
- Submit an updated blue immunization form or certificate of exemption as stated above if applicable.
- All other parent-teacher requirements as stated above continue to apply each year.