

Registration Policies & Procedures

2020-21

Chestnut Ridge Academy

PO Box 49

Fayetteville, TN 37334

Overview

The following is a list of policies and step by step procedures for registering with Chestnut Ridge Academy and Satellite School Program. It is very important that these policies are read **before** filling out the registration application.

Last updated: 2/26/2020

Registration Policies

1. Families should determine why they wish to educate their children at home and develop a plan to include what subjects they will cover and what books/curriculum they will use.
2. It is the parents' responsibility to purchase books and materials for the satellite campus program.
3. Parents enroll their children at Chestnut Ridge Academy as students in a non-public church-related school. Their home is designated as a satellite campus of Chestnut Ridge Academy and at least one parent will be appointed as a faculty member under the supervision of Chestnut Ridge Academy's administration.
4. At least one parent/guardian must have a high school diploma or GED.
5. Parents of high school students are responsible to learn and be familiar with graduation requirements and ensure their child has met those requirements in order to receive a diploma.
6. Parents of high school students who are college bound are responsible to schedule ACT testing for their children through the ACT website.
7. Parents of high school students are responsible to research eligibility requirements for Tennessee Promise, Tennessee Hope and other scholarships.
8. Chestnut Ridge Academy will not take applications of students who are currently truant.
9. Chestnut Ridge is a Category IV school in the state of Tennessee. Families from out of state may register with the understanding that if there is a problem with their homeschool, HSLDA will not be able to represent them.
10. As a Category IV school, Chestnut Ridge Academy is required by Tennessee law (TCA 49-6-3007) to report the names, ages and addresses of all students in attendance to the superintendent of the public school where the student legally **resides**.
11. Parents must submit a *Grades & Attendance Report* a minimum of twice a year. Fall semester grades are due January 15 and spring semester grades are due June 15. For graduating seniors, all final Grades & Attendance Reports must be submitted prior to receiving a diploma.
12. When Grades & Attendance Reports are submitted late, late fees will apply.
13. Students entering 9th grade and all first-time high school applicants must attend an Orientation meeting.

Registration Procedures

1. Determine why you wish to educate your children at home and develop a plan to include what subjects you will cover and what books/curriculum you will use. It is the parents' responsibility to purchase books and materials.
2. Read and agree to the Registration Policies for Chestnut Ridge Academy.
3. Get an application, read it thoroughly and fill it out.
4. Submit the application with the following:
 - Application (includes 2-page application, curriculum list, and Request for Confidential Records)
 - Child's updated immunization record
 - Copy of student's birth certificate

 - Fees (All fees must be paid in full at the time of application)
 - K-8th Grade – \$85 1st child, \$75 2nd child
\$65 each additional child registering for K-8th grade
 - 9th – 12th Grade - \$99 1st child
\$85 each additional child registering for 9th – 12th grade
 - Registration Fee Cap per family - \$250
 - Graduating Senior Fee- \$100 (Due March 31 or upon graduation – whichever comes first.)
No discounts apply to the graduation fee.

Please note: *If any of the above items are missing, your application is not considered complete and it cannot be processed.*

You will receive official word from our office that your homeschool has been approved in about 10 business days.

In the meantime, you should make sure you have everything cleared up with your current school – Return any books or computers, pay any outstanding balances like library fines, etc. Failure to do this can delay approval by our program.

Once approved, you may start homeschooling and counting days.

Agreement to Registration Policies & Procedures

School Year: 2020-21

After reading pages 1 to 3 of this document, only submit **this page** with your application. Keep the previous pages in a safe place for your reference.

I have received a copy of and read and agree to the Registration Policies and Procedures for Chestnut Ridge Academy & Satellite School.

Parent/Guardian Name (Print)

Relationship to child

Parent/Guardian Signature

Date

Please note: Only first time families must return this page with their application(s).