

## Steps to Apply

- 1- Read through the overview on the prospective students page. (***This document is very important and useful! Please read through this document in its entirety. Important requirements and dates are stated in it that you will need to know at different times during the year. While you will be sent announcements from time to time one big difference between being a Homeschool Teacher and a day-school parent is that you are expected as the teaching parent to understand the requirements that you have agreed to and to fulfill them. To Home-school is to declare yourself the teacher and as such you are ultimately responsible to know deadlines, to turn in forms requested by the Homeschool Coordinator, to follow the directions given by the school, to fulfill all stated requirements, and to take the lead in the education of your student. The Homeschool Coordinator is not a full time employee and is not responsible for reminding you of your obligations to the umbrella nor of information that you have previously been given.***)
- 2- Read through the Overview, Fees, Requirements, Services, and F.A.Q links listed on the right side of this page.
- 3- Contact the Homeschool Coordinator to inform of your intention to apply, and of the names and grade level of student(s) applying.
- 4- Print off the Release of Records form. (***If applying for Kindergarten, click the Kindergarten Questions link to the right, and email your answers to the Homeschool Coordinator.***)
- 5- Inform your current school that you are applying to The King's Academy Homeschool Umbrella and turn in the Release of Records form to have current records mailed. **DO NOT OFFICIALLY WITHDRAW YOUR STUDENT YET.** Inform the Homeschool Coordinator that this form has been turned in and to be expecting the records.
- 6- After the Homeschool Coordinator has reviewed the records you will receive an email of acceptance or denial into the Homeschool Umbrella.
- 7- If you received an email of acceptance you may now officially withdraw your student from their current school or umbrella and begin the registration process. Be sure to find out the exact withdraw date that the school you are leaving will use and report that to the homeschool coordinator. (***If you are transferring into the umbrella after September 1st you only have 10 days after you officially withdraw from your previous school to complete the registration process. Do not officially withdraw until you have an email of acceptance from our Umbrella. Be sure to officially withdraw before the completion of the registration process. A student is considered truant after 10 missed days of school. A truant student is not eligible to register in this umbrella.***)

*Please remember this is an application process and will require acceptance before being able to complete registration. This process can take time so please do not wait too close to the registration deadline. Any registration that is not complete at the registration deadline will not be allowed to register with our umbrella at that time.*