

(For Church records only - Please fill out one per student)

**Sacred Grove Academy Registration Form  
FORM #2 OF 2**

**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): \_\_\_\_\_

***NOTE: Only list an email address if you actually check it! If you list an email address, we will send your welcome materials and proof of enrollment to you via this email. If you don't check email, don't list an email address.***

**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. \_\_\_\_\_

**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 Registration Fee: \$ \_\_\_\_\_ (\$25/child)

Tuition Per Child: \$ \_\_\_\_\_ (\$75/first child, \$25 per child for each additional child enrolled)

Total paid: \$ \_\_\_\_\_

**MAKE CHECKS OUT TO SACRED GROVE CHURCH**

**\*\*NOTE: ALL ENROLLMENTS END ON JULY 1, REGARDLESS OF WHEN SENT: IF YOU ENROLL ON JUNE 1, YOUR ENROLLMENT WILL END ONE MONTH LATER.\*\***

**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:

\_\_\_\_\_

School that child last attended:

\_\_\_\_\_

**PLEASE READ THOROUGHLY**  
**Initial each line:**

- \_\_\_\_\_ We/I have read the policies outlined on the following page.
- \_\_\_\_\_ We/I understand the tuition and the \$25 per child one-time registration fee are due upon enrolling with Sacred Grove.
- \_\_\_\_\_ We/I understand that there is no refund if we leave the school at any time.
- \_\_\_\_\_ We/I understand we are responsible for re-enrolling each summer (if we choose) by no later than August 1, whether or not a reminder is sent and received.
- \_\_\_\_\_ We/I understand we are required to send in an attendance form at the end of the school year (summer following enrollment), regardless of whether the child re-enrolls with Sacred Grove or changes to another school, whether or not a reminder is sent and received, for each child enrolled by no later than August 1, and that failure to do so will result in child being dropped from enrollment with Sacred Grove Academy. We/I further understand that if this attendance form is not received, no records or information about my child will be released to me or to subsequent schools that may request such, nor will Sacred Grove 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 my withdrawal, all of the above will apply, and no one in my family will be allowed to enroll or re-enroll in Sacred Grove Academy at any point in the future for any reason.
- \_\_\_\_\_ We/I understand that all enrollments end on July 1, regardless of when we initially enrolled.
- \_\_\_\_\_ We/I understand that ID cards are only issued once, upon initial enrollment.
- \_\_\_\_\_ We/I will keep Sacred Grove informed of any new or change to: physical address, mailing address, phone number, or email address.
- \_\_\_\_\_ We/I understand that if we supply an EMAIL address, then it is assumed that we check that email on a regular basis; and that if our email address changes or we no longer have access to that email, we must inform Sacred Grove Academy.
- \_\_\_\_\_ We/I understand that as much information as possible is sent to families via email, the Facebook group "Sacred Grove Academy" and the website [www.sacredgroveacademy.org](http://www.sacredgroveacademy.org), and that except for a bounced email, Sacred Grove has no way of knowing if a family no longer has internet access.
- \_\_\_\_\_ We/I understand we are responsible for knowing the on-going policies of Sacred Grove through the means mentioned above; that a mailed or emailed notice will only be sent if something changes within Sacred Grove Academy.
- \_\_\_\_\_ We/I understand **Sacred Grove Academy is not state accredited.**
- \_\_\_\_\_ We/ I do not hold Sacred Grove or the administrator liable for the education of my child, including purchasing of curriculum, grading or testing.
- \_\_\_\_\_ We/I understand **Sacred Grove Academy fully places all responsibility of the education of my child on me, the parent.**
- \_\_\_\_\_ We/I understand we must buy or obtain any books we'd like to use, plan curriculum and a daily program, and keep our own grades and log of attendance.

**The Following are reasons for dismissal:**

- \_\_\_\_\_ Failure to send in attendance forms by August 1.
- \_\_\_\_\_ Failure to pay initial tuition and registration fees.
- \_\_\_\_\_ Failure to clear up a bounced check within 30 days.
- \_\_\_\_\_ Child moving to another residence without informing Sacred Grove Academy.
- \_\_\_\_\_ Child enrolling in another school without informing Sacred Grove Academy.
- \_\_\_\_\_ Not reading and adhering to ALL policies and guidelines.

**Re-Enrollment:**

- \_\_\_\_\_ If I choose to re-enroll, I must do so by August 1, or unenrollment procedures will begin.
- \_\_\_\_\_ If I contact Sacred Grove prior to August 1 to tell them I will be late, I will have a grace period of 30 days, until August 31, to re-enroll, with a \$25 per family late fee assessed.

\_\_\_\_\_ Parent(s)Signature

\_\_\_\_\_ Parent(s) Print Name Legibly

\_\_\_\_\_ Date

# KEEP THIS PAGE FOR YOUR RECORDS

## 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, REGARDLESS OF HOW LONG THE CHILD REMAINS ENROLLED DURING THE SCHOOL YEAR (i.e., if the child quits, goes to a new school, moves away, etc., the attendance form is STILL REQUIRED). This attendance form must contain all months/days from when the child was initially enrolled, until July 1, when all enrollments end, or when the child withdrew, quit, etc. 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 the 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, 2014-2015 forms sent in by August 1, 2016), 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 childrens' 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.