

Welcome to Life Academy and welcome to a lifestyle of learning! Jeremiah 29:11 states, “For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you a hope and a future.” With God’s help, the possibilities in homeschooling are limitless.

In this packet, you will find all the information you need to complete the administrative portion of homeschooling this year. Please read this letter carefully and entirely.

The **School Handbook** contains all school policies and procedures for which you will be responsible for complying. Please read it from cover to cover, and keep it for reference.

The **Student Education Plan (SEP)** helps you think through your goals for the year and how you plan to achieve them. One is included for each child enrolled. Complete, make a copy for your records, and return the original to our office before withdrawing your child from his present school.

The **attendance and progress report form** must be submitted twice a year. It is absolutely necessary that these forms be accurate and turned in by the due date. If your family assigns grades (not required for grades K-8), submit those twice a year as stipulated on the form. If your family does not assign grades, submit a brief report of how your student is performing in each subject. Remember that students in grades K-8 **must** have a minimum of 150 days and high school students **must** have a **minimum** of 180 days.

The **church school enrollment form** will be submitted by our office to the Superintendent of your Board of Education. Please keep a copy for your records. It constitutes legal proof that you are in compliance with our state’s compulsory attendance guidelines, and therefore should not be lost.

The **home educator’s contract** must be read and signed and turned in to our office before your child is withdrawn from school. You are responsible for abiding by the contract or enrollment will be terminated. Please keep a copy for your records.

The **interview form** must be filled out entirely because you are a satellite classroom and an educator on our staff.

The **student registration form** must be signed in order for the staff to obtain all academic records from the previous school should it become necessary.

Keep your handbook and copies of all forms, especially the church school enrollment form, with your important documents. If you have questions consult your handbook first. If you need more information, call the school office and leave a message. Calls will be returned as soon as possible.

Keep your information current! Update your mailing address, telephone number and email address with our office when something changes. If, at any time, we are unable to contact you because you have not updated your information, your enrollment will be terminated.

Get involved! Remember that you have signed a contract with our office, promising to be diligent and responsible in educating your child(ren), and have committed to doing so for at least this entire academic year! The single biggest reason families abandon homeschooling is that they fail to get involved. Your children need interaction with other homeschooling children and, just as importantly, YOU need the interaction with other homeschooling families.

Purchase a calendar! Don't try to remember everything in your head. Put all your due dates – like attendance – on it NOW in RED ink. Put field trips and activities you have committed to on it NOW in blue or black ink. These are NOT considered changeable because you have paid for and/or committed to them. Please be aware that our school policy is that you must pay for field trips and activities for which you commit, even if you do not show. You will not be allowed to update your enrollment for next year, nor will we release your child's records to another school until you do. Pencil in deadline and activities you would like to participate in. Then, keep your calendar with you and check it at least once a week.

Set a schedule. Determine when your family plans to have "learning time." Set that time aside. Let the answering machine get the phone while you are involved in learning activities with your children. Your children deserve for them to wait! Be flexible with your schedule; but having a schedule will give you the framework to be sure you are making a steady progress toward your goals for the year.

Do not let others rattle you! Remember that YOUR children are not OTHER'S responsibility. It is not mandatory that family, friends, acquaintance, and strangers either understand or agree with your decision. Most people oppose homeschooling out of ignorance. Don't waste your time debating these people.

Call if you need help. Homeschooling is a tremendous responsibility, and you are commended for taking it on! We all have challenging days, but if you find you are having more bumps than incredible learning experiences, don't hesitate to call. Together, we will figure out what is causing the difficulty and design some solutions. You may also call the office and leave a message and we will return your call as soon as possible. You can also e-mail me at [susan@lifechurchag.org](mailto:susan@lifechurchag.org). (Just a little note that may help you: the average length of time spent on "school" for kindergartners is about 1 hour per day; 1<sup>st</sup> and 2<sup>nd</sup> graders, about 2 hours; grades 3-8 about 3-3 ½ hours; and high school students may spend up to about 5 hours.)

Our resource center has some excellent materials to supplement your curriculum, as well as to educate you, the homeschooling parent. They may be borrowed for up to four weeks at the time. They will be due the first Monday of the month, unless otherwise noted.

Sincerely,

Susan Strahan  
Administrative Director