

# Checklist to enroll in High Country Christian Academy

- Read the HCCA Registration Handbook found online on the sidebar and bottom of our web page
- Complete Application Step 1 – Family Application form
- Complete Application Step 2, 3, and 4 – Student Application form
- Upload most recent Test Scores or Evaluation Results
- Upload Immunization Record, to include online exemption form option
- Complete Application Step 5 - Curriculum Plan (Either K-8 or 9-12)
- Complete Application Step 6 - Completed Course of Study (CCS) (if applicable - see below)
- Complete Release of Records (if applicable - see below) found online at the bottom of our web page

We are unable to process an application until all of the application steps have been completed and the above registration records have been received.

After review of the application, a confirmation letter of the student's acceptance will be emailed.

## **Family Application**

The Family Application page includes family information, the parental agreement, and registration fees and payment. If you are a new family to HCCA, please contact us before enrolling a senior.

## **Student Application**

The Student Application page includes student information, uploading test scores or evaluation results, and uploading the immunization record. We do not report personal information to the state.

## **Test Scores or Evaluation Results**

Every student in grade 4 and up, must have an uploaded copy of their most recent test score or evaluation on file. Students entering grade 4, 6, 8, 10, or 12 need to upload their past odd-grade test or evaluation. Students entering grade 5, 7, 9, or 11 only need to upload their most recent test or evaluation if they did not upload one last year. \*\*\*Exception: if the student tested with the Academy in April 2018, the test is already on file and an upload is not required. If the student came from a state that did not require testing, please notate that in the comments section. We do not send test scores to the state.

## **Immunization Record**

HCCA is required by law to have an immunization record on file for every student enrolled. This can be the official certificate of immunization, a medical exemption form, or a non-medical exemption form (waiver). For the 2018-19 school year, every student will need to submit one of these three immunization records. There is an option to complete an online exemption form. Colorado Law requires exemptions to be filled out annually. We do not send immunization records to the state.

## **Curriculum Plan**

The Curriculum Plan must be filled out for each student enrolling with the Academy. K-8 and 9-12 have separate forms. A curriculum plan is a "plan". If plans change or courses are added throughout the year, the changes can be recorded on the quarterly reports.

## **Completed Course of Study (CCS)**

New HCCA students entering high school in years other than 9<sup>th</sup> grade, will be required to have a CCS form completed for each high school year the student was homeschooled, in order to transfer past courses and credits to the HCCA transcript.

## **Release of Records**

New HCCA students transferring from a public or private school, will need to complete a Release of Records form. This needs to be filled out as part of the transfer/withdrawal process and in order to transfer past courses and credits to the HCCA high school transcript.

If you have questions, please contact us at 719-278-9135 x4 or email [cacommunications@hche.org](mailto:cacommunications@hche.org).