

# Check-off Sheet to sign up for High Country Christian Academy

(category descriptions below)

- Fill out and pay through the Family Registration form.
- Upload most recent Test Scores through our upload link.
- Upload Immunization Records through our upload link
- Fill out Curriculum Plan (Either K-8 or 9-12)
- For new high school students, fill out Completed Course of Study for previous years' courses at another school (either homeschool, private school, or public school).

## **Family & Student Registration**

The Family Registration page includes demographics (parent name, address, email, phone number), the parental agreement (a check-off list of responsibilities a family agrees to throughout the year), and the registration fees (family tuition, new family and high school fees). Families will receive registration and payment confirmation along with an acceptance letter from the Academy.

The Student Registration page includes demographics (student name, student birthday, student grade). We do not split grades. If a student is working subjects that span more than one grade, pick the grade the student would be in if in a brick and mortar school setting. We do not report personal information to the state.

## **Test Scores**

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 2017, the test is already on file and an upload is not required. If you 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 records**

Every year, every student must upload a copy of their immunization records. We will no longer be keeping them after the end of the year. Even if it is not a new record or there are not any changes, it will need to be uploaded. You may also sign the waiver in the place of an immunization record. We do not send immunization records to the state.

## **Curriculum Plan (current year)**

You must fill out a curriculum plan for each student you are registering for 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 and semester reports.

## **Completed Course of Study (prior year courses or years to include on transcript)**

Students entering high school in years other than 9<sup>th</sup> grade will be required to have a completed course of study form completed for each grade the student needs included on the transcript. This information may come from another school's transcript, or it may come from a homeschool setting. We will be unable to add any prior or completed courses to a transcript if this form is not filled out.

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