VALLEYDALE CHRISTIAN ACADEMY

1572 Montgomery Highway, Suite 100/110, Hoover, AL 35216
(205)987-6286 www.valleydale.net valleydale2024academy@yahoo.com

ENROLLMENT APPLICATON

(Please write very clearly and in *BLACK INK* as we fax this form.) Date: _____

STUDENT'S FULL NAME: _____

DATE OF BIRTH: _____ AGE: _____GRADE: _____ M/F _____

ADDRESS:_____

City: _____ State: _____ Zip: _____

Your county of residence or current school district: _____

Legal Father's Name: _____ Signature:_____
(or Guardian)
Legal Mother's Name: _____ Signature:_____
(or Guardian)

HOME PHONE: _____ WORK: _____ CELL: _____

EMAIL(S) **(*REQUIRED*):** _____

(Our **MAIN** form of communication is via email so you **MUST** read your email on a computer/laptop at least 1-2 times per week not just a cell phone which may cutoff the msg.

SCHOOL HOLDING STUDENT'S CURRENT FILES:

NAME: _____

ADDRESS:_____

PHONE: _____ FAX: _____

***IMPORTANT*: Please send Enrollment Application, Registration Fee & 1st Month's tuition via U.S. mail or bring to our office because we need the original forms. *WE CANNOT ACCEPT PHOTOS OR SCREENSHOTS* but we do accept PDF files. We ONLY take cash, money order, debit/credit card or PayPal (to our email address) for these initial fees. Student is NOT enrolled until application and all initial fees are paid in full.**

(Updated 8/3/2024)

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REQUEST FOR STUDENT SCHOOL RECORDS

NAME OF SCHOOL: _____

Please include records of grade report card/transcripts, blue forms, test results, and disciplinary reports to Valleydale Academy by U.S. mail, or by email using a PDF format to **valleydale2024academy@yahoo.com** for the following student(s):

(NO FAXES PLEASE)

STUDENT NAME:

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

NOTES OR COMMENTS:

_____

Parent/Guardian Signature: _____

Best regards,

Vicki Boyce

Director

Date Enrolled: _____

Date faxed/emailed to school: _____ By: _____

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VCA Compliance Policy

When a student enrolls with VCA, we must notify the Board of Education for the city/county where the family residence is located and zoned. After we notify them, we are responsible for ensuring the student is continuously enrolled in school. The way we do this is by communicating with the family via email, ensuring school grades are submitted to us twice a year, and receipt of payments.

When you enroll with us, we require you to provide an Email Address that you are MUST monitor, at least, 1-2 times per week. Also, we encourage families to setup a separate email just for school communication. (i.e. – sallyschool@yahoo.com, johnnyvca@gmail.com, etc.) A separate email allows for quicker access to important school information so it does not get lost in a flood of other emails. People often do not know that we can help you find the "email address" for you cell phone which allows emails to be read on your phone like a regular text. We can show you how this is done when you enroll if you like. Since we do communicate primarily by email, it is ***extremely important*** for you to receive and read our emails in a timely manner.

Communication between you and VCA is very important. If you are having financial difficulties, medical illness, etc. that may affect your homeschooling or payments, please contact us so we are aware of the situation. If we do not receive any communication from you for an extended period of time (or no payments), we might assume that you are no longer homeschooling and turn your student in as un-enrolled or non-compliant. When a family is determined to be non-compliant, we are required to notify the Board of Education and, for older students, the Department of Motor Vehicles. If we notify the DMV, the student's permit/drivers license may be revoked. We do not want this to happen so communication with us is of the utmost importance to keep us informed.

VCA, as a school, has laws and regulations that we must abide by legally regarding student attendance, truancy, etc. We try to be understanding and work with our families but we must be aware of any potential problems or issues.

Please let us know if you have any questions now or in the future.

I have read the above policy and understand.

_____ _____

Parent's Signature: Date:

_____

Witness' Signature:

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○ CHURCH SCHOOL ENROLLMENT FORM

○ CHURCH SCHOOL UN-ENROLLMENT FORM

(This form is **REQUIRED** as it must be faxed to the Board of Education)

TO BE COMPLETED BY PARENT OR GUARDIAN:

STUDENT'S NAME: _____

PARENT/GUARDIAN(S) NAME: _____

YOUR COUNTY OF RESIDENCE: _____

PHYSICAL ADDRESS: _____

_____

STUDENT'S DATE OF BIRTH: _____ GRADE LEVEL: _____

THE ADMINISTRATOR OF THIS SCHOOL WILL NOTIFY THE BOARD OF EDUCATION SHOULD THE ABOVE NAMED STUDENT CEASE ATTENDANCE AT THIS SCHOOL WITH OR WITHOUT PARENTAL SIGNATURE.

SIGNATURE OF PARENT OR GUARDIAN: _____

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TO COMPLETED BY CHURCH SCHOOL ADMINISTRATOR:

DATE OF STUDENT ENROLLMENT: _____ FOR _____ YEAR

SIGNATURE OF ADMINISTRATOR: _____

Office Use Only: **CHURCH SCHOOL UN-ENROLLMENT FORM FOR NON-COMPLIANCE**

DATE OF STUDENT UN-ENROLLMENT: _____ FOR _____YEAR

SIGNATURE OF ADMINISTRATOR: _____

_____ No Communication _____ No Payments _____ No Replies to Email/Letter(s)

NOTES: _____

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