

# Steps to Enroll in Essential Church School

We understand that the decision to homeschool is one that can be filled with uncertainty, and it is our desire to make things as clear and clean as possible.

## Step One - Get to Know Us

Please read our [online handbook](#) for details about our policies and procedures. In short, we want you to get to know who we are and what we will expect from you.

## Step Two - Application & Required Paperwork

This application gives us an opportunity to get to know you and your family. **Please mail the application, attached documents, and tuition back to us as soon as it is completed.**

- Enrollment Application—complete and sign (please include names of both parents)
- Church School Enrollment Form (3 completed copies per student—all students that will be age 7 in the coming school year should be enrolled in a school)
  - Provide name of your public school district of residence
  - Complete Part 1 (put the grade for the school year, not current grade)
  - Read and sign Part 3
  - Most important part!!!!
- Transcript and Records Release—complete and sign, *if* student is changing schools
- Letter of Withdrawal—complete and sign, *if* student is changing schools

## Step Three - Fees

Essential Church School requires an enrollment fee of **\$100 per family per school year**. This payment should be paid in full upon enrollment. **Please make checks payable to Essential Church.**

PLEASE NOTE: Enrollment will not be confirmed until tuition is paid. Fees are nonrefundable and are not prorated upon withdrawal. Please read the [online handbook](#) for full details.

## Step Four - Mail

1. Mail Enrollment Application, 3 copies of Church School Enrollment Form per student, and fees made payable to **Essential Church** to:  
Essential Church School  
PO Box 382034  
Birmingham, AL 35238-2034
2. *If* your student is transferring from another school, mail Transcript and Records Release and Letter of Withdrawal to student's current school.

## Step Five - Acceptance

With your letter of acceptance, you will receive two copies of the Church School Enrollment Form.

**IMPORTANT:** You must send the original Church School Enrollment Form for each individual student to your local public school superintendent. You should send this certified mail and keep all receipts with a copy of the form for your records. You can find the address here: [http://www.alsde.edu/html/school\\_info.asp?sort=county](http://www.alsde.edu/html/school_info.asp?sort=county), and we will also include the contact information in your acceptance letter.

**Welcome to Essential Church School!**



# Enrollment Application

## Parents/Teacher Information:

Name(s): \_\_\_\_\_  
Please include name of BOTH parents.

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_

## Student(s) Information:

Please include full name and date of birth for each student. Use an additional sheet if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please read carefully and initial/sign** showing your acceptance of Essential Church School policies and procedures:

\_\_\_\_\_ I have read the guidelines and policies of Essential Church School as found in the [online handbook](#) and understand and agree with them.

\_\_\_\_\_ I understand that as the teacher, I am responsible for the education of my child/student, and I will not hold Essential Church School, its administrator, staff or volunteers liable for the education of my child.

\_\_\_\_\_  
Parent/Teacher Signature Date

## Church School Enrollment Form

School Year <b>2011-2012</b>	Public School District
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Part 1—To be completed by parent or guardian			
Student's Name		Date of Birth	Grade
Parent/Guardian Name		Home Phone	
Address	City	State	Zip
Church School of Enrollment <b>Essential Church School</b>		School Phone <b>205-201-0327</b>	
Signature of Parent or Guardian _____		Date _____	

Part 2—To be completed by Church School Administrator			
Church School Name <b>Essential Church School</b>		School Phone <b>205-201-0327</b>	
Address <b>PO Box 382034</b>	City <b>Birmingham</b>	State <b>Alabama</b>	Zip <b>35238-2034</b>
Date of Student Enrollment		School Year <b>2011-2012</b>	
Signature of School Administrator _____		Date _____	

Part 3—Consent for Notification of Student Withdrawal	
I hereby give prior consent to the Administrator of Essential Church School to notify the Public School Superintendent should the above named student cease attendance at said school.	
Signature of Parent or Guardian _____	Date _____

Original to Public School Superintendent

Copy 1 to Church School

Copy 2 to Parent/Guardian

## Letter of Withdrawal

Parent(s)' Name(s): \_\_\_\_\_

\_\_\_\_\_

Place of Residence: \_\_\_\_\_

\_\_\_\_\_

Child(ren) to be withdrawn:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Names of any additional children attached)

This is to notify you that I will be withdrawing the above children from your school as of \_\_\_\_\_ . They will be enrolled in a church school. I will file a certificate of church school enrollment with the local superintendent as required by Alabama Code § 16-28-7.

If you have any questions, please feel free to submit them in writing.

Sincerely,

\_\_\_\_\_

Signature of Parent/Guardian



Essential Church School

## Transcript and Record Release

Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RE: Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I hereby certify that I am a parent or legal guardian of the above-named student. Please send a copy of my child's transcript and records to:

Essential Church School  
PO Box 382034  
Birmingham, AL 35238-2034

Thank you.

Sincerely,

\_\_\_\_\_  
Parent/Guardian