

**Outlook Academy Admission Form** (page 1 of 3)

Parent(s) or Guardian(s) Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_, Alabama Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone (if different from home phone): \_\_\_\_\_

Email (required): \_\_\_\_\_ (Please print clearly) (Paperwork will NOT be processed without a valid email address.)

Name of County or City Public School System: \_\_\_\_\_  
(First-time enrollments must mail a Church School Enrollment Form\* for each student signed by the Outlook Academy Administrator to the Superintendent of the County or City Public School System of residence. Addresses are listed on our web site.)

Are you a member of Home School Legal Defense Association (HSLDA)? \_\_\_\_\_  
(Although HSLDA membership is no longer required, we strongly advise it. Go to [www.hsllda.org/join](http://www.hsllda.org/join) and use our discount code 299725 to receive a discount on your membership.)

Name of Student(s)	Date of Birth

Name of Previous School (if applicable): \_\_\_\_\_  
(First-time enrollments must complete a Request for School Records Form\* and mail it to the former school to receive records. Parents must keep copies of all records and transcripts.)

**Membership Fees**  
~ **check only ONE from this entire list** ~

New Family Enrollment Only:  
\_\_\_ Year-round New Enrollment: \$125.00 per family  
(*\$95 annual membership fee + \$30 one-time enrollment fee*)

Re-enrollment Only:  
\_\_\_ Early Re-enrollment (between May 1 and June 30 for the upcoming school year): \$75.00 per family  
(*\$75 special discounted annual membership fee + \$0 re-enrollment fee*)  
\_\_\_ Summer Re-enrollment (between July 1-31 for the upcoming school year): \$85.00 per family  
(*\$85 special discounted membership fee + \$0 re-enrollment fee*)  
\_\_\_ Re-enrollment (between August 1 and September 5 for the upcoming school year): \$95.00 per family  
(*\$95 annual membership fee + \$0 re-enrollment fee*)  
\_\_\_ After September 5: \$125.00 per family  
(*\$95 annual membership fee + \$30 re-enrollment fee*)

Miscellaneous:  
\_\_\_ Member of The Church at Prattville: \$0  
\_\_\_ Midyear addition of child to a previous family enrollment: \$30 per child  
\_\_\_ Change of Address: \$0

TOTAL: \$ \_\_\_\_\_

\* All forms and enrollment instructions are located on our web site at [OutlookAcademy.com](http://OutlookAcademy.com)  
**Signature REQUIRED on Church School/Teacher Agreement on Page 2**

**Church School/Teacher Agreement** (page 2 of 3)

Outlook Academy (The School) is a church school ministry of The Church at Prattville, located in Prattville, Alabama. The School operates under the provisions of Section 16-28-1 et seq of the Alabama Code. The School receives no state or federal funding.

The School administrator shall countersign each student's church school enrollment form. Parents of enrolled students are responsible for submitting the countersigned enrollment form to their student's public school district of residence and keeping a copy of the countersigned enrollment form.

If a student is no longer enrolled at the School, the School shall submit a notice of disenrollment to the Superintendent of the Public School District. Notice of disenrollment shall be delivered to the parents of the student via the last known email address.

Parents of children enrolled in the School shall be considered the teachers of the children whom they enroll. Teachers are solely responsible for selecting curriculum; instructing and testing students; maintaining each student's daily attendance records, grades and transcripts; and awarding a diploma. Teachers must obtain and keep any and all school records from previous schools their children may have attended.

Teachers will submit an attendance report to the School at the end of the school year (July). Notice of failure to submit records shall be delivered to the teacher via email one time. Failure by a teacher to promptly report student attendance to the School may lead to disenrollment from the School.

Teacher must notify the School upon each student's graduation from high school.

Teachers must notify the School promptly of any contact by school officials and any change of address, phone or email. Failure to notify the School of changes to contact information will be grounds for disenrollment from the School.

If a partial family enrollment is processed, leaving one or more children in public school, an additional fee is due if parents later decide to remove them from public school and add them to the family enrollment.

Failure to pay membership dues by September 5 for the upcoming school year will lead to disenrollment from the School and notification to the Board of Education.

**ACCEPTANCE**

*I have read and agree to submit to all policies and guidelines listed here. I understand that, as a homeschooling family under Outlook Academy, I am responsible for the education of my own children and for meeting Alabama homeschool regulations. On behalf of my family, I hold Outlook Academy, The Church at Prattville, and administrators blameless in every aspect related to the education of my children, and I hereby release The Church at Prattville, Outlook Academy, and administrators from any and all liability.*

**Signature of Parent or Guardian:** \_\_\_\_\_

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

***Please mail completed form to:***  
*Outlook Academy*  
*P.O. Box 1027*  
*Millbrook, AL 36054*

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**To be filled out by Outlook Academy Administrators:**

Date: \_\_\_\_\_ School Year: \_\_\_\_\_

## CHECKLIST (page 3 of 3)

### NEW ENROLLMENT ONLY

Your enrollment is not complete and will not be processed without all necessary forms. To remember everything, use this convenient checklist and check every item. You do not need to mail it to us.

- \_\_\_ 1. Mail the following forms "Certified/Return Receipt Requested" to your child's **previous school**, *not* to Outlook Academy:
  - \_\_\_ *Withdrawal Form* to officially withdraw from the previous school (if not already withdrawn)
  - \_\_\_ *Request for School Records Form* to receive all school records and transcripts (Do *not* forward copies to Outlook Academy. Keep them with your important files.)
- \_\_\_ 2. Join Home School Legal Defense Association (HSLDA) at <http://www.hsllda.org/join> using Outlook Academy's discount code of 299725.
- \_\_\_ 3. Print and fill out a *Church School Enrollment Form* for EACH child of compulsory age (6-17 years old).
- \_\_\_ 4. Sign and date the *Church School Enrollment Form* in TWO places: Part I and Part III.
- \_\_\_ 5. Fill out the *Outlook Academy Admission Form* with your family information.
- \_\_\_ 6. Sign and date the *Church School/Teacher Agreement* (can be printed on the back of the Admission Form to save paper if you like).
- \_\_\_ 7. Check off the following documents as you put them in a standard-sized envelope to **Outlook Academy**:
  - \_\_\_ *Church School Enrollment Form(s)*
  - \_\_\_ *Outlook Academy Admission Form*
  - \_\_\_ *Church School/Teacher Agreement*
  - \_\_\_ Self-addressed stamped envelope
  - \_\_\_ Check or money order made out to Outlook Academy (Please do *not* staple to forms!)
- \_\_\_ 8. Mail via regular mail to: Outlook Academy  
P.O. Box 1027  
Millbrook, AL 36054

Upon receipt, the administrator will countersign the *Church School Enrollment Form* and mail it back to you with an acceptance letter explaining how to submit the form to the school superintendent to complete enrollment.

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### RE-ENROLLMENT ONLY

Without all the necessary forms, your re-enrollment is not complete and you may lose your enrollment status. To remember everything, use this convenient checklist and check every item.

- \_\_\_ 1. Renew your membership or join Home School Legal Defense Association (HSLDA) at <http://www.hsllda.org/join> using Outlook Academy's discount code of 299725.
- \_\_\_ 2. Fill out an updated *Outlook Academy Admission Form*.
- \_\_\_ 3. Sign the *Church School/Teacher Agreement*.
- \_\_\_ 4. Fill out a *Church School Enrollment Form* ONLY if either of the following apply:
  - You have a child who will turn 6 years old during this school year.
  - You have moved this year. (Fill out a new form for each child.)
- \_\_\_ 5. Sign the *Church School Enrollment Form(s)* in TWO places: Part I and Part III.
- \_\_\_ 6. Check off the following documents as you put them in an envelope to **Outlook Academy**:
  - \_\_\_ *Outlook Academy Admission Form*
  - \_\_\_ *Church School/Teacher Agreement* (can be printed on the back of the Admission Form to save paper if you like).
  - \_\_\_ *Church School Enrollment Form(s)* if necessary
  - \_\_\_ Self-addressed stamped envelope ONLY if you enclosed an updated *Church School Enrollment Form(s)*
  - \_\_\_ Check or money order made out to Outlook Academy (Please do *not* staple to forms!)
- \_\_\_ 7. Mail via regular mail to: Outlook Academy  
P.O. Box 1027  
Millbrook, AL 36054

Upon receipt, the administrator will email you. Any countersigned *Church School Enrollment Form(s)* will be mailed to you with an acceptance letter explaining how to submit form(s) to the school superintendent.