

Old Capitol Trail Academy, Inc.

P.O. Box 7707

Newark, DE 19714-7707

Dear Prospective Member,

Enclosed is the paperwork needed to apply for membership in Old Capitol Trail Academy, Inc. (OCTAI). Enrollment is open from **July 1st through August 31st**. Please take the time to read the OCTAI handbook before filling out any paperwork.

Please fill out and return the following forms:

____ **Family Data Sheet (x2)** – This form needs to be filled out in duplicate.

____ **High School Data Sheet** – You will need to fill this out only if you are enrolling a high school student in the diploma program. (See handbook description.). If you are enrolling a high school student in any other high school program, please use a regular curriculum worksheet.

____ **Curriculum Worksheet** – Only one child per worksheet, even if you are using the same curriculum. You may duplicate as needed. Please use a worksheet for *all* high school students

____ **Volunteer Sign-up Sheet**- Volunteer hours are what keep OCTAI running. Members are required to volunteer 8-10 hours per family, per year, as needed. Volunteers are essential to running OCTAI. Without volunteers, it limits the services we can offer. You will be called as needed.

____ **Membership Agreement** – Please read the OCTAI Handbook in its entirety *before* signing the membership agreement. Each of the items you are agreeing to are thoroughly discussed in the handbook, as well as, any new changes, or modifications that have been made.

____ **Immunization Record** - Please fill out the immunization record for all children being enrolled.

____ **Transcript Release Request** – If your child/ren was enrolled elsewhere last year, fill out the Transcript Release Request sheet **and included a stamped envelope addressed to the previous school with your application.**

____ **Fee Schedule** – Calculate the cost on the fee schedule and include a check made out to OCTAI.

____ **Home School Legal Defense Application** – Please include the following with your application for enrollment in OCTAI: a completed HSLDA application; a check made out to HSLDA (group #290018); and a stamped envelope addressed to HSLDA, or a copy of your online enrollment. When you receive an acceptance letter from HSLDA, forward a copy of it to our records department for your file. Enrollment in OCTAI is contingent upon acceptance into HSLDA.

Please send all applicable enrollment information to:

OCTAI
41 Rawlings Dr.
Bear DE 19701

When we receive your application, we will call you and set up a time to meet with you to review the processes of our school.

As a courtesy to our record keeper we ask that you please
register with Home School Legal Defense Association
using the Old Capitol Trail Number Group Number: 290018.
Enrollment in OCTAI is contingent upon acceptance into HSLDA.
Thank you

Old Capitol Trail Academy, Inc.

Family Data Sheet for New Families School Year _____ - _____

<i>For Records use only</i>
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Home Information

Last Name _____

Street Address _____

City/State/Zip _____

Contact Info _____
(home phone) (email address)

School District _____

Have you ever previously applied for membership with OCTAI? _____

Parent Information

Father

Mother

First Name _____

Surname _____

Religion _____

Work Phone _____

Child Information

Child 1

Child 2

Child 3

First Name _____

Middle Name _____

Surname _____

Date of Birth _____

Gender _____

Race Code (*) _____

Former School _____

OCTAI start date _____

Grade Level applied for _____

***Enter one of the following codes for race:** 1=American Indian or Alaskan Native; 2=Black, not Hispanic; 3=Asian or Pacific Islander; 4=Hispanic; 5=White, not Hispanic; 0=none of the above

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New Student Data Sheet, Page 2

Immunization Information

Child Information (continued from page 1): **Immunization Data**

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	New Child #1	New Child #2	New Child #3
First Name			
Last Name			
1 st DPT			
2 nd DPT			
3 rd DPT			
4 th DPT			
5 th DPT			
1 st Polio			
2 nd Polio			
3 rd Polio			
4 th Polio			
5 th Polio			
1 st MMR			
2 nd MMR			
1 st HIB			
2 nd HIB			
TB Test			
Chicken Pox			
Other			

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High School Data Sheet

(Form necessary *only* if applying for diploma program)

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Parent Information

Father's Name:

Last

First

Mother's Name:

Last

First

Address:

Street Address

City

State

Zip

Phone #

E-mail Address

Student Information

Student's Name

Last

First

Grade

Student's Name

Last

First

Grade

Student's Name

Last

First

Grade

FEE: \$30 PER FAMILY PER YEAR (IN ADDITION TO GENERAL ENROLLMENT FEE)

(Evaluation of work for previous high school years will require approval and a fee will be assessed)

FEES FOR SENIORS ONLY: \$32 for Diploma (only)

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Curriculum Worksheet, Page 1

(One child per worksheet)

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Student Name _____
(Last, First)

Parents' Names _____
(Last, First)

School Year _____

Grade _____
(Last, First)

Address: _____ Phone# _____
Street Address

City _____ State _____ Zip _____ Email _____

Please list the curricula that you are using by subject in the appropriate category below. If you are using a unit study, please list the units under the appropriate subject. If the grade level is indicated, note it as well. Each category should be communicated' clearly. Under the Language Arts category it would not be clear to say "A-Beka 8th Grade English." You could say "A-Beka 8th Grade Grammar and Composition II (literature book), Of Places, and Vocabulary, Spelling, and Poetry 11." You see that there are several pieces that comprise "A-Beka 8th Grade English." We are not suggesting that you use all of them, but you do need to list clearly the pieces you are using.

Language Arts:

Mathematics:

Science:

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Curriculum Worksheet, Page 2

(One child per worksheet)

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Student Name (Last, First) _____

History:

Art/Music/Theater/etc:

Physical Education/Health:

Other:

(You may or may not be covering each of these subjects in any one year, but should consider that all of these will need to be covered eventually to ensure a well-rounded academic program.)

Old Capitol Trail Academy, Inc.

P.O. Box 7707, Newark, DE 19714-7707

Transcript Release Request

To the Principal of _____

Date _____

The following student(s) have recently been enrolled in Old Capitol Trail Academy. Please forward the cumulative records, including health information, to the records department of Old Capitol Trail Academy at the above address. Thank you.

Name and Grade

Parents Signature

Date

OCTAI Board Representative's Signature

Date

OCTAI Volunteer Sign-Up

Volunteering allows OCTAI to offer more services to our member families. Without volunteers, OCTAI is limited to services we can offer.

Please consult the Volunteer Policy in the Handbook, which can be found online at: www.octaihomeschool.com for a brief description of the responsibilities, or check with a board member for more information.

Name: _____

Address: _____

Best Phone: _____

Email: _____

All Volunteers will be placed where needed most. You may request a specific area, however OCTAI makes no guarantees for placement at this time.

Thanks,

Volunteer Coordinator

Old Capitol Trail Academy, Inc.

Membership Agreement

As conditions of membership and enrollment in OCTAI, we, as parent/teachers, agree to

- 1) Exercise diligence in providing regular and thorough instruction to our children using an organized and clearly recognizable educational curriculum or customized program.
- 2) Organize each student's records in a portfolio to be reviewed by our group coordinator. This portfolio must include:
 - A calendar showing school attendance of 180 days-may include up to 10 sick days
 - Lesson Plans that identify the assignments completed for each subject
 - The year-end report
 - A list of books the student has read or listened to
 - Samples of the student's work in subject areas covered, including samples from the beginning, middle, and end of the year to demonstrate progress
- 3) Be available to attend review meetings in September (or within 4 weeks of enrollment), January, and May. These reviews are necessary to assure that members are prepared to satisfy minimum school requirements before the year-end review deadline.
- 4) Have new students tested in grades 3-8 and re-enrolling students in grades 3,6,8 and 10 using a nationally normed, standardized achievement test (e.g. SAT, ITBS, CTBS, etc.) If students enroll after January 1st, they will be required to test the following year. Testing is also required for students enrolled in OCTAI's diploma program, see handbook for details. Families having children with special needs may arrange with the testing coordinator to use an alternative method of documenting student progress.
- 5) Notify immediately the OCTAI Principal, Board President, or Portfolio Leader if contacted by any state or federal education or government officials regarding any matters related to your home school.
- 6) Inform OCTAI immediately, in writing, of any change of address and/or phone number or of plans to transfer to/from another school.
- 7) Join HSLDA as required (see handbook) and send a copy of HSLDA application to OCTAI as part of the enrollment application. Send a copy of the HSLDA membership acceptance letter to OCTAI records department as soon as you receive it. **(OCTAI, highly recommends, but does not require, HSLDA membership for re-enrolling families.)**
- 8) Pay all applicable membership fees/penalties.
- 9) Volunteer 8-10 hours of service to OCTAI as needed.

Membership enrollment is for one year only and must be renewed annually no later than August 31st.

We have read the handbook and understand the requirements of OCTAI membership and the services OCTAI provides. We affirm by our signatures that, to the best of our knowledge, the information provided in our application is true and accurate.

Parent's Signature

Date

Parent's Signature

Date

Old Capitol Trail Academy, Inc.

Fee Schedule for New Families

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Parents' Names: _____ Date: _____

Fee Description	Amount Required	Amount Enclosed
Annual enrollment fee due by August 31 st (*1)	\$200.00	_____
High School Diploma Student Program (per family/per year)	\$30.00	_____
Late Enrollment Fees:		
• Sept 1st to Sept. 15 th	+ \$100.00	_____
• Sept 16 th to Sept. 30 th (in addition to above late fee)	+ \$100.00	_____
Diploma (12th grade only)	\$32.00	_____
Total Fees Enclosed(*1)		_____

*1 If a follow-up request for information is necessary, you will be asked to send a check for **\$20.00** along with the missing information. Your enrollment will be delayed until payment and missing information has been received.

Make checks payable to *Old Capitol Trail Academy, Inc.* There will be a **\$40.00 fee** for all returned checks. Payment arrangements are available. Please contact OCTAI to get approval, *PRIOR* to submitting any forms.

Mail all pertinent forms and your check to:

Old Capitol Trail Academy, Inc.
41 Rawlings Dr.,
Bear, DE 19701

PLEASE BE ADVISED THAT THERE ARE NO REFUNDS.

In addition, due to the fact that our costs to process paperwork stay the same regardless of when you join or leave the school, OCTAI cannot afford to prorate the annual enrollment fee.