

# *Old Capitol Trail Academy, Inc.*

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

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Dear OCTAI Member,

Enclosed is your application for re-enrollment in Old Capitol Trail Academy. If you are re-enrolling with OCTAI, the fee is \$200.00. If you re-enroll late (after August 31st), you will need to pay the late fee(s) as indicated on the fee schedule

Use this re-enrollment package *only* if your family had one or more children enrolled in OCTAI for the previous school year. If you did *not* have any children enrolled during the previous school year, please see our New Enrollment file. Remember, we don't need information on all your children, only those who will be enrolled with OCTAI for this coming school year.

Please fill out and submit the following forms as directed:

**\_\_Curriculum Worksheet**

Each child must have a separate curriculum worksheet, even if two or more are using the same curriculum. Make as many copies of this sheet as you need. Please include a worksheet for *all* high school students as well.

**\_\_HSLDA (no form enclosed)**

Returning OCTAI members are strongly encouraged, but not required, to maintain HSLDA membership. Our group number is 290018, and this qualifies you for a discount.

**\_\_Volunteer Sign-up Sheet**

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.

**\_\_High School Data Sheet**

Fill this sheet *only* if you are enrolling a high school student or re-enrolling a high school student in one of the OCTAI Diploma programs. See the handbook for a description of these programs. If you are enrolling a high school student in any other high school program, please use the regular curriculum worksheet.

**\_\_Fee Schedule**

Calculate the cost of membership for your family using this sheet. Submit a check made out to OCTAI for the balance on your application.

**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.

### **New Student Form**

Fill out and include this form only if you are enrolling a new student with OCTAI for the current school year. Be sure to fill out the vaccination form for this student. This information can be found in the New Member packet.

### **Family Data Sheet**

This sheet is *not* included in this packet, but will have been delivered to you either by mail or via your portfolio leader. Make any corrections in **red ink**. Please note the presence of an email address field at the top of this form. Add or correct your email address as appropriate to make sure you receive the latest updates from OCTAI. If your child(ren) has been promoted, be sure to indicate their new grade level. If you are adding a child who was not enrolled in OCTAI the previous year, please fill out the New Student Data Sheet. Return this sheet to OCTAI with your packet whether you have made any corrections or not.

**Mail all pertinent forms and your check to:**

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

**If you have not heard from someone in OCTAI by September 30th, please contact your previous portfolio leader or use the contact information on the OCTAI website, to ensure that the necessary paperwork has been received for inclusion on the OCTAI Enrollment Report submitted to the Department of Education.**

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.  
Thank you.

# *Old Capitol Trail Academy, Inc.*

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

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**PLEASE BE ADVISED THAT NEW ENROLLMENT APPLICATIONS WILL BE ACCEPTED FROM:**

**JUL Y 1<sup>ST</sup> THROUGH AUGUST 31<sup>ST</sup>.**

**IN EXTREME CIRCUMSTANCES, EXCEPTIONS WILL BE MADE PENDING BOARD APPROVAL.**

# Old Capitol Trail Academy, Inc.

## Curriculum Worksheet, Page 1

For Records use only
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(One child per worksheet)

Student Name \_\_\_\_\_  
(Last, First)

Parents' Names \_\_\_\_\_ School Year \_\_\_\_\_  
(Last, First)

\_\_\_\_\_ Grade \_\_\_\_\_  
(Last, First)

Address: \_\_\_\_\_ Phone# \_\_\_\_\_  
Street Address

\_\_\_\_\_ Email \_\_\_\_\_  
City State Zip

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 8<sup>th</sup> Grade English." You could say "A-Beka 8<sup>th</sup> 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 8<sup>th</sup> 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:

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### Mathematics:

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### Science:

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**Old Capitol Trail Academy, Inc.**  
**Curriculum Worksheet, Page 2**

(One child per worksheet)

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Student Name (Last, First) \_\_\_\_\_

History:

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Art/Music/Theater/etc:

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Physical Education/Health:

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Other:

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(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.)

## 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](http://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.**  
**High School Data Sheet**  
(Form necessary *only* if applying for diploma program)

**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

## **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.

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Parent's Signature

Date

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Parent's Signature

Date

**Old Capitol Trail Academy, Inc.  
Fee Schedule for Re-Enrolling Families**

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Parents' Names: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*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.**