

Shelby
New Testament
Fellowship
Academy



Family
Enrollment
Packet

Shelby New Testament Fellowship Academy is a ministry of the Shelby New Testament Fellowship Church.



Shelby New Testament Fellowship Academy

Hello,

As the administrator of Shelby New Testament Fellowship Academy, I wanted to take a moment to welcome you to our family.

Contained within this packet, you will find all the forms you need to enroll your family and the students, who will call SNTFA home. It will be a pleasure to have you in the school.

First, you will find our POLICIES AND PROCEDURES sheet. Please read through the document carefully, most of the questions will be answered right here. You will find that SNTFA does not require much. We ask only for what the state of Alabama requires. We do not have any required meetings, specific curriculum, or families to make a statement of faith.

Second, you will find the FAMILY APPLICATION FORM. Please fill this out completely. This is how we keep track of who is in the school and who is not.

Third, you will find the STUDENT ENROLLMENT FORM. Fill one of these out for each student you intend to have enrolled with us. Without one for each child, they are NOT enrolled.

Fourth, you will find the REQUEST FOR SCHOOL RECORDS FORM. Please fill out one of these for each child that has attended a school prior to this one.

Next, you will find the ATTENDANCE FORM. This form is required at the END of the school year. One form is required for each student to be turned in no later than July 31st of the ending year.

On the last page is HSLDA information. We are providing this as a courtesy for those families who are considering to join this wonderful organization.

If you should have any questions, please do not hesitate to contact me.

Administrator



Shelby New Testament Fellowship Academy

Policies & Procedures

I. Shelby New Testament Fellowship Academy Policies

- A. The Church School's fiscal year will be from August 1 to July 31.
- B. The School Administrator reserves the right to approve or deny enrollment of any family for any reason.
- C. Families with children of compulsory school attendance age are not required, but strongly encouraged, to be members of the Home School Legal Defense Association (HSLDA). Visit <http://www.HSLDA.org> on the web or call 540.338.5600.
- D. Parents are the ones fully responsible and liable for their children's education and by signing this form below they indicate an understanding of same.
- E. If for any reason, a family withdraws from the school, the Administrator will inform, in writing, the Superintendent of the local school board for each student of compulsory attendance age.
- F. Shelby New Testament Fellowship Academy will not sponsor any field trips or extra curricular activities. Parents may plan and participate in these activities independently and outside the sponsorship of the Church School.
- G. Shelby New Testament Fellowship Academy does not dictate the curriculum to be used by any enrolled family.
- H. Per our policy, a signed and completed Attendance Record Form for each student is to be submitted to the Administrator no later than July 31 of the ending school year.
- I. Family Enrollment must be renewed annually. Failure to submit your renewal paperwork by July 31 of the ending school year will result in termination of enrollment.
- J. Becoming a member of this school is NOT a guarantee to keep you out of court for violation of state compulsory attendance laws; however it will provide your family with a valid statutory defense.

II. Enrollment Procedures

A Family Application Packet must be completed and submitted by each applying family for acceptance consideration. This packet is available for download from the Shelby New Testament Fellowship Academy website. The Application Packet includes but is not limited to the following: The Family Quick Information Sheet, Request for Student Records Form, Student Enrollment Form, The Policies & Procedures Sheet, and the HSLDA Application Form.

To enroll with the school, fill out the Family Quick Information sheet, one Student Enrollment Form for each child enrolling, one Request for Student Records Form for each child enrolling, enclose a payment for \$40.00 made payable to Shelby New Testament Fellowship Academy, and lastly sign and date the Policies and Procedures sheet (this sheet) and mail to:

Paul Lambert, Administrator
Post Office Box 244
Maylene, AL 35114

RELEASE OF LIABILITY: I / We acknowledge that The Shelby New Testament Fellowship Academy is not responsible nor liable for the education of my / our child(ren) and hereby hold harmless and release all liability as indicated by my / our signature(s) below.

Parent / Guardian: _____ Date: _____

Parent / Guardian: _____ Date: _____

Incomplete Family Application Packets will delay or disqualify your family for enrollment in the Church School.

Shelby New Testament Fellowship Academy is a ministry of the Shelby New Testament Fellowship Church.
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Shelby New Testament Fellowship Academy

Family Quick Information Form

(Please Print Clearly)

If any of the information on this form changes a new form must be submitted in as timely a manner as possible. Failure to submit updated information will result in removal from the school.

Enrollment is restricted to residents of the state of Alabama.

Date: _____

Parent/Guardian #1 Name: _____

Parent/Guardian #2 Name: _____

Home Phone: _____ 2nd Phone: _____

Email: _____

Street: _____

City: _____ State: AL ZIP: _____

School District Jurisdiction: _____

HSLDA Member? Account Number: _____

SNTFA Use ONLY:

Family Enrollment Date: _____

Family Withdrawal Date: _____

Assigned Account Number: _____



Shelby New Testament Fellowship Academy

Post Office Box 244 / Maylene, AL 35114 / Phone: 205-677-8416

Student Enrollment Form

(Please Print Clearly)

Enrollment of students is restricted to residents of the state of Alabama.

Student Name: _____

Student Date of Birth: _____ Grade: _____

Parent/Guardian Name: _____

Home Phone: _____ 2nd Phone: _____

Street: _____

City: _____ State: AL ZIP: _____

School District Jurisdiction: _____

By Signing, I grant prior consent to the administrator of Shelby New Testament Fellowship Academy to notify the public school superintendent should the above named student cease attendance/withdraw from Shelby New Testament Fellowship Academy.

Date: _____

Parent/Guardian Signature

SNTFA Use ONLY:

Student Enrollment Date: _____ School Year: _____

School Administrator Signature



Shelby New Testament Fellowship Academy

REQUEST FOR SCHOOL RECORDS

Name of School Attended: _____

School Address: _____

City: _____ State: _____ ZIP: _____

Please send all school records for the following student currently enrolled in Shelby New Testament Fellowship Academy. We require all cumulative records, testing, immunization cards, and any other pertinent information so that we may assess student ability and grade placement. Please include any other information that will verify subject content and proof of education goals being met for grades given.

Student Name: _____

Grade: _____ Date of Birth: _____

Administrator

Date

Please send records to:

Paul Lambert, Administrator
Post Office Box 244
Maylene, AL 35114

Parent / Guardian Authorization: We hereby authorize Shelby New Testament Fellowship Academy to receive all school records on the student listed above. We hold both schools blameless for any problems that may arise from the transaction of this request.

Parent /Guardian Signature

Date



Shelby New Testament Fellowship Academy

ATTENDANCE RECORD

Directions: Place a mark on each day of the month your child was present for instruction.

Student Name: _____

School Year: _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															
JAN																															
FEB																															
MAR																															
APR																															
MAY																															
JUN																															
JUL																															

Instructor: _____

Total Days of Instruction For Year: _____



Shelby New Testament Fellowship Academy

HSLDA Membership

Shelby New Testament Fellowship Academy does not have a mandatory requirement for membership with the Home School Legal Defense Association.

This does not mean that we believe you should not be a member.

HSLDA can be an invaluable asset in our home school experience and they have many resources available to their members in the event of legal issues that could arise.

For your convenience, we are making available discount information to obtain membership at a reduced rate through the Christian Home Education Fellowship (CHEF) of Alabama organization.

Their information is as follows:

Group Name: Christian Home Education Fellowship (CHEF) of Alabama

Group Number: 298320

For additional information regarding HSLDA or CHEF of Alabama you can visit their websites at:

[Http://www.HSLDA.org](http://www.HSLDA.org)

[Http://www.ChefOfAlabama.org](http://www.ChefOfAlabama.org)