

Gateway Home-Education Checklist:

- Seek counsel from experienced home educators
- Read all enclosed materials
- Read books about home education
- Complete Initiation Form after contacting other home-educating parents.
- Choose teaching materials. Your choice of teaching materials may make the difference between a year of suffering and an exciting year of learning for both you and your student(s). See sources on reverse side. Visit curriculum store in your area. Include with the application a listing of the **specific books or other teaching materials you will use to teach.**
- Complete Application form in its entirety. **Incomplete applications will be returned. In the past, nearly 10% of applications have been sent back to parents, thus delaying the enrollment process.**
- For new students, give us the school address to write for previous records. If these are not available please send copies of the following documents:
 - a. Birth certificate
 - b. Immunization report
 - c. Transcripts from previous schools (or prior home school grades if these have not been reported to a school)
 - d. Achievement test results and other diagnostic testing.
- Suggested Offering:
\$50 for the first child of your family; \$20 for enrollment of each additional child. Note increase for late registration (after March 1, 2009).
- Fax or mail Initiation Form and Application (with your educational plan). Keep copies for your files.
- When changing schools, be sure to give written notice to previous school that you are withdrawing your child (even if the change is during the summer). Indicate that you are transferring your child to a church-related school.
- Begin teaching at home:
We require 180 educational days per year, with 4 hours of instruction for a full school day. (This does not need to be an undivided block of formal, structured instruction time.)
- Keep daily records to substantiate your efforts:
These records could include insights, inspirations, subject, pages, time, field trips, special classes, ideas for future studies, etc. (Some families use a spiral notebook, others a calendar; others use a teachers' lesson plan book. One family prepared a weekly family history.) Remember, the goal of home education is not completing paperwork but educating and training a child.

We will begin processing applications for the new academic year in June. We encourage you to complete registration early (between June and Aug. 1) so that we can better serve you. You should expect confirmation of enrollment within four weeks of our receipt of your completed application. If you do not receive confirmation, please call our office.

We are here to serve you. We are not perfect, but we will do our best. If there is a problem, please call us. Remember, our phone number is **(901) 454-1606**, our FAX number is (901) 454-9814 and our e-mail address is **Gateway_@BellSouth.net** (We also have an informational website: **www.GatewayChristianSchools.com**)

Note: Kindergarten at an "approved school" is required by TN statute (T.C.A. § 49-6-201) for students entering 1st grade at PUBLIC schools. (Some private schools also have this requirement.) Kindergarten registration, though not required for home-educated students, could be invaluable in the event that the student transfers to another school for 1st grade. Such students could be tested to determine grade level placement. Without such registration the student would be required to begin school as a kindergartener.