



Heritage Academy

A church-school ministry of Trinity Presbyterian Church
3251 Greendale Road, Vestavia Hills, AL 35243

Dear Christian Home School Family:

A warm welcome to all our new families! Home schooling is a wonderfully challenging calling, and we commend each of you for making this decision. We hope the coming school year will be rewarding for both you and your children.

This manual is designed to help you know how the school operates and what your obligations are. If you have any suggestions for improving it, we will be more than happy to listen to them.

We look forward to working with you this next year. Please let us know if there is any way we can help you as you train your children.

May God richly bless you all.

Sincerely in Christ,

A handwritten signature in black ink that reads "G.F. Douglas III". The signature is written in a cursive style.

Gilbert Douglas, III
Administrator
205 222-7664
KE4NRL@gmail.com
www.gilbertdouglas.com

TABLE OF CONTENTS

1. PHILOSOPHY OF EDUCATION

1.1. Christian Education and Home Schooling 3
1.2. History of Heritage Academy 3
1.3. Accreditation 4

2. WHAT HERITAGE ACADEMY PROVIDES

2.1. Home Schooling in Alabama 4
2.2. Extra-Curricular Activities 5
2.3. Official Academic Records 5
2.4. Modular Courses. 5
2.5. College Credit (Dual Enrollment) 5
2.6. Work Permits..... 5
2.7. Certificates of Enrollment 5

3. WHAT HERITAGE ACADEMY REQUIRES

3.1. Registration 6
3.2. Re-enrollment..... 6
3.3. Faculty Meetings 6
3.4. Testing 7
3.5. Tuition & Fees..... 7
3.6. Covenant..... 8
3.7 Heritage Academy Record-Keeping 8
3.8. Graduation Requirements and Electives 9
3.9. Early Graduation 10

4. RESOURCES

APPENDIX A: How to Compute a GPA 11
APPENDIX B: Four-Year High School Worksheet 12
APPENDIX C: Yearly Attendance Record Sample..... 13
APPENDIX D: Curriculum Resources 14

5. FORMS

APPENDIX E: Parent/Teacher Application 15
APPENDIX F: Student Application..... 17
APPENDIX G: Pastor’s Questionnaire..... 18
APPENDIX H: Heritage Academy Covenant..... 19
APPENDIX I: Request for Transfer of Records 20
APPENDIX J: Yearly Attendance Record..... 21

1. PHILOSOPHY OF EDUCATION

1.1. Christian Education and Home Schooling

Our understanding of Christian education can be summarized under four headings: 1) the responsibility for education, 2) the standard of education, 3) the method of education, and 4) the goal of education.

Responsibility for the training of children belongs to the parents. God said to His people in the Old Testament, "And these words, which I am commanding you today, shall be on your heart; and you shall teach them diligently to your sons" (Deuteronomy 6:6-7). In the New Testament, God commands fathers in particular to train their children "in the discipline and instruction of the Lord" (Ephesians 6:4).

The Word of God is the standard of all truth (John 17:17). The fear of the Lord is the beginning of all wisdom (Proverbs 1:7). The Word of God is useful for training in every good work (2 Timothy 3:16-17). Parents should strive to teach history, science, mathematics, grammar, reading, writing, and every other subject from the perspective of Scripture.

In Scripture, training of children involves several complementary methods. God told the Israelites to talk of God's Word "when you sit in your house and when you walk by the way and when you lie down and when you rise up" (Deuteronomy 6:7). At every opportunity, in the midst of our daily lives, we are to be teaching our children the commandments and promises of God. Training children involves more than teaching, however. Training also involves rebukes and corporal discipline when children sin (cf. Proverbs 13:24; 22:15; 23:13).

The goal of Christian education is to train children to be faithful servants of God, to live holy lives, to fulfill their callings in the world, and to be useful members of the Body of Christ. Christians are to train their children to seek first the kingdom of God and His righteousness (Matthew 6:33), and to do all to the glory of God (1 Corinthians 10:31).

We at Heritage Academy believe that the home school provides a superior environment for genuine Christian education. Home schooling places the responsibility for education squarely on the shoulders of parents. Home schooling allows the parents to determine what their children will learn, and affords parents the opportunity to teach their children to think Christianly. Home schooling also provides an atmosphere in which children may be trained to seek God's glory in all that they do. Finally, home schooling permits parents literally to obey God's command to teach their children in the midst of daily life.

1.2. History of Heritage Academy

Heritage Academy has a long history at the forefront of Christian education in Alabama. It was first established in 1971 as a ministry of Reformed Heritage Chapel, which has since become Trinity Presbyterian Church. Originally, Heritage Academy provided traditional on-campus Christian education. In 1985, Heritage Academy shifted its emphasis to the present off-campus structure. Heritage Academy continues to be a leader in Christian education in Alabama.

Heritage Academy remains a ministry under the oversight of Trinity Presbyterian Church, which is governed by a Session of elders and is affiliated with the Communion of Reformed

Evangelical Churches (CREC). You and your family are always welcome to worship with TPC (www.Trinity-Pres.net).

Heritage Academy does not discriminate on the basis of race, gender, or ethnic origin.

1.3. Accreditation

Heritage Academy does not seek accreditation from the state or county school board. Adherence to state criteria would add nothing to Heritage Academy's program. Accreditation usually refers to accreditation by the state or county public school systems. In this sense, accreditation certifies that a certain amount of floor space is available for school activities, a certain number of books are in the library, etc. Accreditation does not, in itself, guarantee excellence in education, as the current state of public education testifies.

Acceptance in colleges has not been a problem for Heritage Academy graduates. This was true before Heritage Academy went to off-campus education, and it is true now. High school students at Heritage take standard SAT and ACT tests (Heritage Academy's ACT ID# is **010-364**), and almost invariably score higher than their public school counterparts. If any of you are concerned about accreditation, however, we urge you to consult with colleges before enrolling your children in Heritage. Heritage Academy is a member of the American Association of Christian Schools and the Alabama Christian Education Association.

2. WHAT HERITAGE ACADEMY PROVIDES

2.1. Home Schooling in Alabama

2.1.1. Full compliance with Alabama state law. While home schooling is not specifically mentioned in Alabama's 1982 Compulsory Education Law, state law allows home schooling in one of two ways: 1) be a certified teacher and come under the authority of the local public school superintendent **or** 2) submit to the authority and oversight of a local church-school. Heritage Academy is a church school operated as a ministry of a local church, thereby fulfilling the requirements of the 1982 amendment. As one of the pioneering church schools in Alabama, Heritage Academy oversees off-campus classes conducted by parents, thus providing Christian parents a legal way of home schooling. In order to avoid legal problems, it is very important for you to comply with all the procedures and regulations described in this manual.

2.1.2. Accountability. Scripture commands us to submit ourselves to one another, and to the governing authorities (Romans 13:1; 1 Peter 2:13-15). Even if the law did not require you to enroll with a Church school ministry, it would be wise for you to do so. Heritage Academy holds you accountable as parents to train your children diligently.

2.2. Extra-Curricular Activities

Membership in Alabama Christian Education Association (ACEA) (www.alabamachristianed.com) provides some opportunities for involvement in Spelling Bee and Fine Arts competitions (for a small fee). Heritage Academy encourages involvement in home-schooling workshops, day retreats, and other means of building one another up in this calling.

2.3. Official Academic Records

Heritage Academy maintains online official academic records, and issues diplomas to graduates. Our online reporting system allows the parent to enter student information, class descriptions, credits, grades, notes and print out draft transcripts. Official transcripts will be verified, printed and signed by administration. These records will be available to parents who wish to transfer their children to another school, and to graduating seniors seeking entrance to a college or university. All fees must be paid before records are released or a diploma granted.

2.4. Modular, Co-op Courses

Periodically as resources allow, Heritage Academy may offer short on-campus courses in support of the regular off-campus curricula. Faculty members with a particular skill or area of expertise are encouraged to submit a course proposal and outline to the administrator of Heritage Academy. An extra fee will be charged to students who attend these courses.

Modular courses should be reflected in the “notes” section of the online database. Depending on outside work required, the class could be part of one of your subjects (English, history, etc.) or the main thrust for one or more grading periods. You might also want to enrich the course with your own assignments to give a separate grade for that class/course.

Check with course instructor if you need help on grading, granting high school credit, or integrating into your existing lesson plans.

2.5. College Credit (Dual Enrollment)

It is possible for students to begin college study while still in high school. If a Heritage Academy student in good standing is at least 16 years of age, scores 16 or better on the ACT and has a B average; Heritage Academy can recommend him/her as an accelerated high school student to a local 2 or 4-year college. Credits earned from these college courses will also count as high school credits.

2.6. Work Permits

Work permits are handled through the employer and we will sign what is needed.

2.7. Certificates of Enrollment

The administrator will need to verify enrollment when your child applies for a driving permit or license. Email the administrator with student’s full name, DOB and address.

3. WHAT HERITAGE ACADEMY REQUIRES

3.1. Registration

The following documents will be required for registration of faculty and students at Heritage Academy:

- 1) Parent/Teacher Application
- 2) Student Application
- 3) Heritage Academy Covenant
- 4) Pastor's Questionnaire and church membership verification
- 5) Proof of immunization (retained by parent)

Once accepted as faculty members of Heritage Academy, parents will be given access to our online reporting system and will need to enter each child with DOB, classes, and what curriculum will be used. Before being given access to the online system, families are required to pay:

- 1) Yearly tuition (if applicable); and
- 2) ACEA dues for each student 6 years old and up.

3.2. Re-enrollment

A. Parent-faculty members should notify us that they wish to return by:

- 1) completing all online documentation for year just completed (including attendance);
- 2) adding a new school year to the online transcript system with classes to be studied;
- 3) paying tuition and ACEA dues for each student 6 years old and older;
- 4) payment of any prior balances

A new Church School Enrollment Form will be sent to each family that re-enrolls (see 3.7.4). Heritage Academy will not sign your Church School Enrollment Form until all fees have been paid.

B. Returning faculty members must also meet the following requirements:

1. Every faculty member of Heritage Academy must remain a member in good standing of a local Church. If a faculty member does not remain in good standing at his local Church, the administrators of Heritage Academy may remove him or her from the faculty.

2. Every faculty member must continue in agreement with the statement of faith. The statement of faith is the Apostles' Creed, a summary of the biblical faith. If, at any time after signing the statement of faith, a faculty member should dispute any portion thereof, he must make his opinion known to the administrators.

3.3. Faculty Meetings

With our ability to keep up with each other online, Heritage Academy will have few if any faculty meetings. Any required faculty meeting date will be communicated to you via email with adequate advance notice. At least one parent of each family is required to attend a faculty meeting.

3.4. Testing

If a diploma from Heritage Academy is to be a meaningful document, we must ensure that our graduates have at least mastered the rudiments of education. Standardized testing is an imperfect measure of a student's ability, but it is the best means we now have for tracking progress. For this reason, all students in grades 4, 6, 8 and 10 are required to take one of the standard achievement tests.

If enough students need to be tested, Heritage Academy will administer a test every spring. Those desiring to take a different test will have to make arrangements themselves. However, Heritage Academy must receive a copy of the test results by July 1st. These tests will be used to track students' progress and will not be released to anyone except the parents. Parents may test their students at home if they wish. A fee will be required for testing (see 3.5.2).

Testing resources: <http://www.shopchristianliberty.com/faqs-testing-service/>
<https://www.hslda.org/highschool/testing.asp>

3.5. Tuition & Fees

3.5.1. Required Fees

- Tuition is \$50.00 per year per family. The cost of tuition is waived for missionaries and members of Trinity Presbyterian Church.
- Alabama Christian Education Association (ACEA) annual dues of \$21.00/student (6 years old and older) must be paid in full by October 1st. Half of your ACEA dues go to the Alabama state Association, and half supports the American Association of Christian Schools. These organizations lobby at the state and national level for Christian and home schools, inform us of important legislative developments, provide testing and opportunities for various competitions.

3.5.2. Optional Fees

- Home School Legal Defense Association (www.HSLDA.org) membership dues \$85.00 (per family). HSLDA provides legal counsel and aid to home school families. This fee is paid directly to HSLDA. Our discount number is 291292. This number needs to be listed on all correspondence.
- Achievement tests are required for students in 4th, 6th, 8th and 10th grades. Students testing with Heritage Academy will be charged a nominal fee per student. The fee includes machine grading and reports.
- A modest fee for graduating seniors will be assessed during the last marking period. The fee will vary, depending on whether or not your child participates in graduation exercises. A smaller fee will cover the cost of a diploma and associated administrative expenses. Seniors will be required to pay the applicable fees before graduation.
- ACEA Competitions. A small fee must be paid by any students participating in the Alabama Christian Education Association Fine Arts Festival.

3.5.3. Additional fees

- A \$20.00 fee will be charged for bounced checks.

If you are experiencing financial difficulties, don't let fees accumulate; please contact us as soon as possible. We will be more than happy to explore alternatives and work with you and your church leaders to help.

3.6. Covenant

As Christians we must provide an environment conducive to the spiritual growth and development of our young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world system and the loss of the Christian's physical, mental, or spiritual well-being (Romans 12:1-2). Students enrolled in Heritage Academy are expected to adhere to the following standards:

- Maintain high standards of courtesy, morality, and honesty.
- Be kind, helpful and always respect those in authority.
- Be dressed appropriately and modestly, (i.e. clothing, hairstyle should not draw undue attention to wearer, tattoos and body piercing should not be visible).

Please read, sign, and submit a copy of the Heritage Academy Covenant (Appendix H). Retain a copy with your records

3.7. Heritage Academy Record-Keeping

Most information can be submitted electronically or through the online database. Forms may be scanned and e-mailed to KE4NRL@bellsouth.net or faxed to 888-979-8014. Keep the original copies for your own records

3.7.1. Curriculum Information: is entered online in notes section by class. Contact the Administrator with questions.

3.7.2. Annual Attendance Form

An annual Attendance Form must be completed for each child and **retained by parent** at the end of the school year. Circle each day school was in session. Total the days for each month and for the year. Required annual attendance for Heritage Academy students is 165 days. Our school year usually begins September 1st. **The total days for the school year should be entered online in the "attendance" box.**

3.7.3. Progress Reports are done online in the note section of each class

3.7.4. Church School Enrollment Form

A Church School Enrollment Form must be completed each year for each student. The Administrator will email a form to all who are paid in full. Remember, it is the parents' responsibility to file the forms with the correct district. Failure to submit this form to District Superintendent will be taken as an indication that the student is NOT attending Heritage Academy.

3.7.5. High School Requirements

These forms (Appendix B) provide guidelines to help parents decide what subjects need to be covered to earn a high school diploma. By tracking the subjects beginning with the first year in high school, there are no unexpected surprises in the senior year.

3.8. Graduation Requirements and Electives

Heritage Academy will offer a general diploma and a college preparatory diploma. The requirements for each diploma are listed below.

General Diploma

Bible	4 credits
English	4 credits
History	2 credits
Math and Science	4 credits (2 math/2 science; 1 math/3 science; 3 math/1 science; pre-algebra and consumer math may be included)
Electives	8 credits
	22 total credits

College Preparatory Diploma

Bible	4 credits
English	4 credits
History	4 credits
Math	3 credits (algebra 1, geometry, algebra 2 or other advanced math)
Science	3 credits
Foreign Language	1 credit (some colleges require 2 credits)
Electives	6 credits
	25 total credits

A credit is granted for the completion of a year of course work in a subject (a year of course work is roughly 36 weeks @ 45 minutes per school day, or 135 hours). Half-credits are granted for courses that are only one semester in duration.

Elective requirements may be fulfilled by additional academic courses, home economics, organized sports, art, music, dance, etc. Only two electives in any subject may be applied to the 22 or 25 graduation credits.

The awarding of a credit is subject to the oversight and review of Heritage Academy administration.

Before a senior is awarded a diploma, we must have final grades and attendance for the year. Also, all fees must be paid.

A Certificate of Completion will be offered to those students who do not meet the academic requirements for the general or college preparatory diploma. This will be awarded after consultation between parents/faculty and Heritage Academy administration.

Suggested Courses of StudyHistory

Geography
 US History
 World History
 Govt. and Econ.
 State History
 Church History

Math

Alg. I
 Alg. II
 Alg. III/Trig
 Geometry
 Pre-Calculus
 Calculus
 Pre-Algebra (general diploma only)
 Consumer Math (general diploma only)

Science

General/Physical
 Biology
 Anatomy and Physiology
 Chemistry
 Physics

Bible

personal study
 family devotions
 Bible curriculum
 study guides/books
 Bible Doctrine
 Denominational study

English

Literature, grammar

Foreign Language

2 yrs. of same
 language recommended
 for college.

Electives

Health***
 Computer
 Home Ec.
 Shop
 Typing
 Bookkeeping
 Ballet
 Choir**
 Phys. Ed.

Keep a portfolio with list of employers, work experience, special training or study, details of work, hours and duration.

3.9. Early Graduation

If a student wishes to graduate before he or she has completed four full years of high school, the parents must submit a written request to the administrators of Heritage Academy by October 31st and must obtain written approval.

APPENDIX A: How to Compute a GPA

The GPA is automatically calculated by our online transcript system, you may also calculate by hand:

1. Prepare a grid for the information.
2. Fill in the subjects, grades, credits.
3. Grade Point (G.P.) A=4, B=3, C=2, D=1.
4. Compute the extensions.
5. Add the number of credits.
6. Add the extension.
7. Divide extension total by credit total.

Course	Marks	Credits	G.P.	Ext.
Literature	B	.5	3	1.5
Grammar	B	.5	3	1.5
Biology	A	1.0	4	4.0
World Geography	B	1.0	3	3.0
PE/Health	B	.5	3	3.0
Music	A	1.0	4	4.0
Typing	C	.5	2	1.0
Total		5.0	3.3	16.5

APPENDIX B

Four-Year High School Worksheet

Keeping in mind your student's career and/or college goals, plan your high school program in the space below. (See Heritage Academy graduation requirements in section 3.8.)

<u>8th Grade*</u>	<u>9th Grade</u>	<u>10th Grade</u>
1. _____	1. English 9	1. English 10
2. _____	2. Math _____	2. Math _____
	3. History _____	3. History _____
	4. Science _____	4. Science _____
	5. Bible	5. Bible
	6. _____	6. _____
	7. _____	7. _____

<u>11th Grade</u>	<u>12th Grade</u>
1. English 11	1. English 12
2. Bible	2. Bible
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____

* Any high school academic course taken prior to the 9th grade may qualify for a high school credit.

Remember to keep good records of all accomplishments, awards, honors, summer programs, and church activities for use on college and/or job applications. Document any seminars, mission trips, or special projects. These records may help a student obtain a leadership scholarship or a better job position.

APPENDIX C

YEARLY ATTENDANCE RECORD - SAMPLE

(Due at the end of the school year; one per student)

NAME: Home Grown Boy SCHOOL YEAR: 2020/2021

MONTH: <u>September</u>	TOTAL
1 <u>2</u> 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	__22__

MONTH: <u>October</u>	TOTAL
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	__23__

MONTH: <u>November</u>	TOTAL
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	__20__

(etc.)

Please circle days present.

TOTAL DAYS FOR YEAR: 65

EXAMPLE..... . .

RETAIN IN YOUR STUDENT’S FILE AND ENTER TOTAL ONLINE

APPENDIX D**CURRICULUM RESOURCES**

Many companies are in the business of providing home school families with a great variety of curricula. Heritage Academy does not require you to use only certain ones; you may teach from a wide variety. If you are new to home schooling, it is often wise to start using one curriculum, then as you gain self confidence you may use more. Cathy Honeycutt, can suggest curriculum and maintains a consignment bookstore:

Heritage Books,

EBay Store: HeritageBookstore

HeritageBooks.cathy@gmail.com

1920 Valleydale Road, Suite 250
Birmingham, AL 35244

Cathy Honeycutt
910-3015, 425-3503

Heritage Academy
3251 Greendale Road
Birmingham, Alabama 35243
www.theHeritageconnection.com

APPENDIX E: PARENT/TEACHER APPLICATION

F20 _____

Date _____ 20__

Parent(1) _____ **Date of Birth** _____
Last First Middle

Employment(1) _____
Name Address Phone

Education(1) _____
High School Graduation Year College Graduation Year

Marital Status _____

Parent(2) _____ **Date of Birth** _____
Last First Middle

Employment(2) _____
Name Address Phone

Education(2) _____
High School Graduation Year College Graduation Year

Home Street: _____ **City:** _____ **Zip:** _____

Phone Number(s) _____ / _____ **Email:** _____
Home Cell

Children (Names and Ages) _____

EDUCATIONAL PHILOSOPHY / THEOLOGY

Describe your educational philosophy.

What is your approach to teaching reading?

What is your view of the origin of the universe, life, and man?

Describe your personal and family Bible study.

Heritage Academy
3251 Greendale Road
Birmingham, Alabama 35243

APPENDIX F: INDIVIDUAL STUDENT APPLICATION FOR ADMISSION

Pupil Information:

Date: _____ 201__

Name _____ Birthdate _____ Sex _____
Last First Middle

Grade level applying for _____ Previous school attended _____

Special Health Concerns _____

Has Applicant been expelled suspended or dismissed from school at any time? _____

Family Information:

Last Name _____ Father's Name _____ Mother's Name _____

Address _____

City _____ State _____ Zip _____ Home Phone _____

Father's Business Address _____ Phone _____

Mother's Business Address (if applicable) _____ Phone _____

Email address: _____

Member of Which Church? _____ Phone _____

Church Address _____ Pastor _____

Name of Family Health Insurance _____

Family Physician _____

Parent's Signature _____ Parent's signature _____

=====

For Office Use Only

_____ Interview Date

_____ ACEA Dues

_____ School Records Rec'd

www.theHeritageconnection.com

Heritage Academy
3251 Greendale Road
Birmingham, Alabama 35243

APPENDIX G: PASTOR'S QUESTIONNAIRE

Family Name _____ Phone _____

Address _____

Church _____ Address _____

Name(s) and grade(s) of child/children applying

=====

The above family has applied for acceptance into our academy as home educators. It is our desire to work with you in a total evaluation of them prior to their being accepted. Therefore, would you aid us by answering the brief questionnaire below? In this way we will gain more insight into the family; and, you in turn will be able to provide additional pastoral care as needed. Please make a copy of this questionnaire prior to returning it to us and share the content with the family if you desire. We appreciate your honest evaluation.

=====

1. Do you personally know the family? _____ Describe your pastoral relation with the family

2. Has the family been in attendance for more than one year? ____ About how many times per month? _____

4. Which family members are professing Christians?

5. Are the family members considered to be members in good standing with your church? _____

6. Are members of the family active in the ministries of the church? (If "yes", please explain.)

7. Based upon your personal pastoral knowledge of the family in question, would you recommend them to us?
Yes__ No __ If no, why? _____

Pastor's signature _____ Phone _____ Date: _____

APPENDIX H: HERITAGE ACADEMY COVENANT

1. We have fully read, understood, and agree to all of the policies and procedures in the Heritage Academy Manual. Therefore, we understand and are committed to faithfully keep our online reporting up-to-date; and if a faculty meeting is called at least one parent will attend.

2. We also recognize our responsibility to bring up our child(ren) in the nurture and admonition of the Lord. We understand that this necessitates the weekly observance of the Lord's Day. We are committed, as a family, to worship the Lord weekly in the local evangelical church in which our membership resides. We understand that Heritage Academy is committed to encouraging and promoting faith and life in Christ and will be communicating throughout the year with our pastor in order to contribute to the Christian growth in our family.

3. We agree to render as payment to Heritage Academy \$50/family plus \$21/student ACEA dues. We understand our access to Heritage Academy's online system will be stopped until all fees are paid and no transcripts will be released until our account is paid in full.

4. As Christians we must provide an environment conducive to the spiritual growth and development of our young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world system and the loss of the Christian's physical, mental, or spiritual well-being (Romans 12:1-2). We will strive to insure that our young people will adhere to the following standards (*especially when involved in a Heritage school function*):

- Maintain high standards of courtesy, morality, and honesty.
- Be kind, helpful and always respect those in authority.
- Be dressed appropriately and modestly. (i.e. clothing, hairstyle should not draw undue attention to wearer, tattoos and body piercing should not be visible).

5. In signing this covenant with Heritage, we acknowledge our responsibility before God to be faithful in all of these matters and that the Session of Trinity Presbyterian Church with the Administrators of Heritage Academy also have a responsibility before God to help us and to hold us to our commitment.

This the _____ day of _____, 201 ____.

Parent signature

Parent signature

APPENDIX I: REQUEST FOR TRANSFER OF RECORDS

To: _____

Date: _____

Student: _____

DOB: _____

I hereby certify that I am a parent or legal guardian of the above named student.

Please send a copy of my child's transcript & records to:

HERITAGE ACADEMY
3251 Greendale Road
Birmingham, AL 35243
www.theHeritageconnection.com

Thank you,

(Legal signature)
Parent, guardian

**APPENDIX J: YEARLY ATTENDANCE RECORD
HERITAGE ACADEMY
(Due at the end of each year; one per student)**

NAME: _____

SCHOOL YEAR: _____

SEPTEMBER

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

TOTAL

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

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

AUGUST

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

Please circle days present. TOTAL DAYS IN SCHOOL: _____(put this online also)

RETAIN COPY IN YOUR RECORDS AND BE PREPARED TO SUBMIT COPY IF REQUESTED