

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 difficult year of suffering and an exciting year of learning for both you and your student(s). (See sources on reverse side.) Visit curriculum stores in your area. Include with the application a list of the **specific books or other teaching materials you will use to teach**. (For high-school students, be sure to also include the specific course titles.)
- 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 from another educational institution, 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 enrollment of the first child of your family; \$20 for each additional child.
 - Note:** \$20 increase per child for late registration (after December 15, 2010).
- 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. (See our website for sample withdrawal letter.)
- Begin teaching at home:
 - We require 180 educational days per year. Four hours of instruction constitute 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, or a teachers' lesson-plan book. One family prepared a weekly family history.)

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. **It is important to register at the beginning of each school year in order to avoid truancy!** You should expect confirmation of enrollment within four weeks of our receiving 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 want to do our best. If there is a problem, please call us. Our phone number is **(901) 454-1606**, FAX number (901) 454-9814, email address **gateway_@bellsouth.net**, 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 first 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 first grade. Such students may be tested to determine grade-level placement. Without such registration the student would be required to begin school as a kindergartner.