

# Application Instructions

*Please read and carefully follow these instructions. Be sure to retain copies for your personal files.*

1. Complete one **Parent-Teacher Enrollment Application** per family. **Parent-Teacher must be biological or adoptive parent or legal guardian.**
2. Complete one **Parent-Teacher Statement of Commitment** per family. **Parent Signature: Both parent signatures are required.** If one biological parent does not reside in the household with the student, unless that student has been adopted, one of the following signatures must be provided on the Parent-Teacher Statement of Commitment form:
  - 1) The signature of the non-residential biological parent, OR
  - 2) Signature from the parent-teacher verifying that there is no court order mandating educational decisions be made jointly by the two biological parents.
3. Complete one **Student Enrollment Form per student.** (Make copies as needed for each student.) There **MUST** be a resource listed for each of the 5 mandated subject areas; whether it is a textbook, library resource, correspondence school, or other curriculum resource.
4. Students added on after initial approval of membership incur an extra \$25 fee. See Member Handbook for student add-on enrollment form.
5. **Transcript and Diploma Programs:** Information and forms are in the High School Handbook or on our website. (You will receive the Member Handbook upon approval of this application.)
6. **Applications for the 2016-17 academic year will begin to be processed May 15, 2016.**
7. **Renewing PHA applicants must submit the 2015-2016 Parent-Teacher Completion Statement, and students grades 9-12, a Final Grade Report Form prior to approval of the 2016-17 application.**
8. **After August 1st, returning PHA applicants will incur a dues increase.**
9. **If you are applying to PHA for the first time or are a new South Carolina resident the dues increase after August 1<sup>st</sup> does not apply to you.**
10. All applicants (new or returning) applying after August 30, must include a written explanation of the extenuating circumstances leading to your late application.
11. **Incomplete applications or applications without payment included will be returned.**
12. Allow 2 weeks for processing and receipt of your membership certificate, handbook, ID cards, etc.
13. To withdraw students from public school: Present a **copy** of your membership certificate to the public school officials at the school where your student is enrolled. PHA will also send a letter to your school district **upon your request** and will verify your membership if contacted by the school district. All other correspondence with school officials is the parent-teacher's responsibility.
14. There will be a \$20.00 service charge fee for all returned checks. Service charge fees and membership fees must be made by money order or cashiers check within 15 days of notification.

**South Carolina Compulsory Attendance Law** requires those students age 5 to 17 to attend school. Although kindergarten is not mandatory in South Carolina, children who turn 5 years of age by September 1<sup>st</sup> must meet this requirement unless a kindergarten waiver is signed with the public school or the student is enrolled as a member of a homeschool association.

Seventeen year-olds are not included in the compulsory attendance law, however membership with an association is sometimes required in certain situations. For example: some homeschoolers choose to enroll in technical or community college classes as part of their senior year. Some technical schools require membership in an association before they will allow registration. It is the parent-teacher's responsibility to make an informed decision about whether to enroll your 17 year-old in an association.

## Important Notice:

Our business year runs from July 1st to June 30th. If you were a member of PHA during the 2015-2016 academic year, your membership expires June 30, 2016. Students are considered truant 10 days after public schools start in your area. Unless you have legally registered to homeschool according to one of the options listed on the front of this page, your student will be considered truant after the first 10 days of public school in your district. Please plan ahead and submit your application early enough to allow for processing and receipt of your 2016-2017 certification.

## Records:

Parent-Teachers are required to maintain all teacher generated student records in their personal files. PHA requires only the following records/forms each year from its members who apply by mail rather than online: Forms #1-#3 (see above) are required by PHA each year. PHA also requires a signed **Mid-Year Checklist** (to be postmarked by 1/15/17) and a **Parent-Teacher Completion Statement** (to be postmarked by 6/15/17) for our files. **(These 2 forms will be included in your member packet.)** These two documents will serve as affidavits which verify that the requirements set forth by Section 59-65-47 and PHA are being performed throughout the year and have been met at the end of the year. Members who fail to submit the required forms by the due date will receive a notice from PHA that they are on probation and that if their reports, along with a \$10.00 late fee, are not received within 10 business days, their membership will be terminated and they will be in non-compliance of Statute 59-65-47. In the event a membership is terminated by PHA due to non-compliance, a letter of termination notification may be sent to the appropriate school district authorities. Terminated members may not reinstate or re-apply.