



Haven Learning Center

P. O. Box 790

Cedar Park, Texas 78630

Feel free to contact us any time during business hours.

Monday - Thursday 9:00 AM to 6:00 PM C. S. T.

Saturday 9:00 AM to 1:00 PM C.S.T.

San Antonio Area 1.210.568.9940

Call toll free 1.800.418.4302

email: <mailto:haveninfo@havenhomeschool.com>

<http://www.havenhomeschool.com/>

We accept the following Credit cards



Haven Services

Haven Learning Center offers a number of services to best suit your home schooling needs. The table below outlines the different services that are available with each plan. You may enroll in one of three different plans. The Umbrella Program offers Plan A and Plan B, or students may enroll in Haven Learning Center's Correspondence School. Depending on grade level, students are enrolled in either Haven Middle School (grades 6 - 8) or Haven High School (grades 9 – 12).

Haven Services	Umbrella Program		Haven Correspondence School	
	PLAN A	PLAN B	Middle School	High School
Diagnostic Testing	•	•	•	•
Student Profile	•	•	•	•
Curriculum Planning	•	•	•	•
Home School Guide Book	•	•	•	•
Transcript Retrieval and Storage	•	•	•	•
Scholarship Search	•	•	•	•
Customized Weekly Lesson Plans		•	•	•
Customized Course Outlines and Tests		•	•	•
Teacher Consultation Service		•	•	•
Student ID Card			•	•
Course Grading Service			•	•
Records/Transcript Management			•	•
Progress Reports			•	•
Career Guidance/College Planning			•	•
High School Diploma			•	•
Enrollment Verification			•	•
Work Study Program			•	•

Haven Services

Haven Learning Center's Umbrella Program

The Umbrella Program is a helpful service for those parents who would like assistance in designing their child's education, but are still planning on doing the bulk of the work themselves. Parents will be doing their own grading and creating report cards. (Haven's Home School Guidebook includes a variety of forms and advice to assist you with the grading and record keeping process.) Families have the choice of enrolling in either Plan A or Plan B.

Plan A is designed to get you started. You will receive the information you need to successfully design a curriculum tailored to fit your child's individual needs and meet all requirements for the state in which you live. You can then choose to purchase materials from Haven Learning Center, or use the information you have to purchase curricula elsewhere.

Plan B goes a step further. It provides you with customized weekly lesson plans, tests, course outlines and that all-time favorite of home schoolers – the Teacher Consultation Service. You do need to purchase curricula from Haven Learning Center to take advantage of this plan.

Haven Learning Center's Correspondence School

Haven Correspondence School offers the most assistance any home schooler could hope for! We provide weekly lesson plans, course outlines, tests, teacher assistance, grading, enrollment verification with officials, college preparation, report cards and transcripts. Graduating seniors even earn a High School Diploma!!

Students are assigned counselors who oversee their academic development. Your counselor will stick with you throughout the program, coordinating with the different teachers and your family to ensure that your personal needs are always being met. Our hope is that over time your counselor will actually become a friend and mentor for you.

In this program students will purchase the majority of books and courses from Haven Learning Center. With prior approval from counselors, students are often encouraged to participate and receive credits for studies and activities outside of Haven, such as dance, art, music, religious instruction, karate and more.

In all programs, materials and/or course fees are separate from the enrollment fee.

Haven Services

Diagnostic Testing

A current assessment of your child's academic skill level in both language and math is essential when choosing a home schooling curriculum. Skill levels can vary greatly from student to student. You want to choose the curriculum that matches your child's individual needs. A current diagnostic assessment that stresses basic skill levels is an invaluable tool for guiding us when custom tailoring the curriculum to the student, helping to ensure that your child has a happy and successful home schooling experience.

Haven Learning Center's Diagnostic Tests are designed to be given in the home by the parent. Our tests are not time-limited. It is not our purpose to measure how well the students "test," but rather, to discover the actual skill level at which the student is capable of performing while in the same conditions in which they will be schooling at home. Completed Diagnostic Tests are mailed into Haven to be scored by our qualified professionals. Our Diagnostic Tests may be purchased individually if desired. Students who enroll in the Haven Umbrella Program or the Haven School will receive this service free as part of the enrollment package. Academic Skill areas covered by these exams are:

Test 1 (\$45.00)	Test 2 (\$40.00)	Test 3 (\$30.00)
Language Skills	Math Skills	Writing Skills
a) Reading comprehension b) Vocabulary c) Language mechanics d) Spelling	a) Conceptual b) Concrete c) Problem solving	a) Mechanics b) Organization c) Creativity

Careful observation on the parents' part can also be extremely helpful during testing. Watch the student Does she/he seems to experience more difficulty during any one portion of the test? Is the student taking breaks often or fidgeting more than usual? Take note of the conditions in which the student is most comfortable. Is the student taking the test at a desk -- or are they lying on the floor? Does the student prefer silence - or background music? By compiling these types of observations and handing them in to us with the test you can go a long way to helping us help you. Further information of this type will be covered in the Student Profile.

Haven Services

The Student Profile

The Student Profile helps us further understand the student's specific needs. It is important to set realistic short- and long-term goals. The profile consists of a short "Learning Style" and "Personal Goals" questionnaire. This is a very important part of the student assessment. There are a wide variety of wonderful curricula available in today's market. It is important to match a curriculum to the student's specific learning style. Most curricula are more appropriate for visual learners – students who need to see it to understand it. Other students may be quite brilliant but have the challenge of dyslexia, ADD, ADHD or some other type of learning difference to deal with. Audiocassette tapes or video lectures might be more appropriate for them. We have students who want more projects, more challenge – while others have only experienced unhappiness in their school years and are in desperate need of a successful experience. Some students just need a temporary break from the public school system. Whatever your personal situation may be, we want to help you design the educational program that gives you the very best chance at success.

Curriculum Planning

When planning a student's academic career, it is important to consider both the student's long- and short-term goals. Are these goals realistic? Is the student planning on college? Where does this student wish to be next year? How many courses can he/she reasonably expect to complete this year – and does this fit well with the family's budget? The Curriculum Plan takes into account all these questions and more. Topics addressed in the Curriculum Plan are:

- 4-year high school graduation plan for high school students
- Course and curriculum recommendations for the current year
- Suggested course start dates and completion dates
- Prep tips and time table for college entrance exams, if appropriate

This plan serves as a useful guide to help us plan and reach a student's individual goals. And, as always, it is flexible enough to allow for changes in needs, goals and family situations.

If you will be enrolling in the Haven Middle School or Haven High School programs, you will want to take a look at Haven Learning Center's Graduation Requirements provided for you on the following pages. These requirements are a good example for any home schooler to follow, as it covers the same subject areas required by most colleges.

Haven Services

Home School Guide Book

We want for your family to have a successful home schooling experience. To help you we have prepared the Haven Learning Center Family Home School Handbook. We've made it in binder form so that you can add to it and make changes throughout the year. Good organization is one of the keys to success when home schooling. This handbook is designed to help keep you organized.

Enclosed you will find your copy of your son or daughter's course outlines with recommended course due dates. Haven will suggest recommended due dates so that each student may complete personal educational goals at a weekly pace that takes into account family situations, personal time available, work situations etc. Also indicated is the amount of work that needs to be completed and recommended mailing times.

Please note that while Haven will give you the recommended course due dates, it is **your** job to see that your son or daughter is meeting these goals on a weekly basis. Haven is not responsible for students completing work by recommended due dates.

Please make sure that the student has all materials necessary for completing each of his or her courses and for getting the completed work in to us in a timely manner. (I.e., rulers, paper, mailing envelopes, etc.)

For your convenience we have also enclosed a Weekly Lesson Plan to make it easier for your child to keep on track. We strongly recommend that you sit down with your child once a week to check on their progress, gather up work ready to be mailed, etc. Be sure to look over their course outlines to make sure that they are not skipping anything accidentally!

You may find that your son or daughter is in drastic need of some organizational skills. There are many good books on this subject, visit your local bookstores for some ideas.

Enclosed within the guidebook you will find helpful information regarding Haven and home schooling. Take the time to read it over. We understand that this is a new experience to you. Don't feel overwhelmed. Take things one step at a time. We have prepared this binder to help you stay organized and on track. We hope that you'll find it as helpful as many other families have.

Transcript Retrieval and Storage

The transcript is a permanent record of a student's academic work – and can cover a period of years. With your permission, we will retrieve this record, along with any other school records, and store them for you. This service is included at no extra charge for students enrolled in the Haven Umbrella and Haven School Programs. Home schoolers not enrolled in a Haven program may also purchase this service separately for a one-time fee of \$40.00.

Haven Services

Customized Weekly Lesson Plans

For your convenience Haven will prepare one set of weekly lesson plans for each course ordered as specified under your chosen enrollment plan. Plan B under the Umbrella Program will receive weekly lesson plans for up to 10 courses in all subjects ordered – good for one year from the enrollment date. *The Haven Correspondence School (Haven Middle School and Haven High School Programs) offers a one-time enrollment fee, good for as long as you are enrolled at Haven Learning Center. Students enrolled in the Haven School Program receive one free weekly lesson plan with every course they purchase for as long as they are enrolled.

The weekly lesson plan is simply a suggested schedule that students can follow to help them stay on track. It breaks down how much work needs to be completed in each subject on a weekly basis, so students can better meet their short- and long-term education goals. It will also tell you when schoolwork should be mailed in for grading.**

It is a very helpful tool for parents to use when supervising schoolwork! A minimum once-a-week meeting to discuss weekly progress between parent and student is a must!

Weekly lesson plans may be adjusted to allow for family vacations, sick time, etc. All students are provided with a blank set of Weekly Lesson Plans so that they may make adjustments to their schedules.

Daily lesson plans are to be completed by you, and should be completed for only a one-week period at a time. This allows flexibility in scheduling our week-to week activities. We find it best to set aside Friday as a planning day for the following week. This is also a good time to hold your weekly progress meeting and to gather schoolwork to be mailed for grading.** While making out daily lesson plans for the following week, you can also take note of any school supplies needed. Give yourself the weekend to shop for them! Blank Daily Lesson Plans are provided to help get you started. As always, if you need help you can contact us.***

*A course covers ½ year's worth of work in one subject, so 10 courses would cover five 1-year long subjects. Additional lesson plans are \$20.00 each.

**This service available for Haven Middle School and Haven High School students only.

***This service available for students enrolled in the Umbrella Program (Plan B), Haven Middle School and Haven High School students.

Haven Services

Customized Course Outlines

Each parent and student is provided a course outline for each subject that the student is taking. Course outlines provide important information on how each course is scored, materials required, directions on the work that is to be completed, mailing instructions and testing information. For the students who are enrolled in the Umbrella Program, this is simply a recommendation for you to follow. You can adapt the outlines as needed. For students enrolled in either the Haven Middle School or Haven High School Programs – you will need to follow the course outline's instructions carefully. Changes and adaptations are always possible in any course, but it requires the approval of your assigned counselor. Our counselors are happy to discuss your concerns at any time. Course Outlines and curricula can be adapted for a perfect fit to your child's changing needs.

Teacher Consultation Service

Each student is assigned a counselor who coordinates with teachers in overseeing your child's education. You will receive advice and support from these friendly advisors whose experience, understanding, compassion and creativity combine to form a rewarding educational partnership with you and your child. Successful home schooling relies on family involvement, and we are committed to working with you to develop the very best program for you.

Since we want you to have as many options as possible, you may enroll in a community college and receive both high school and college credit at the same time. Some students earn elective hours studying dance, music, art or some other program locally. You might earn credits by working a part time job or traveling abroad. Some students are also parents themselves, and therefore earn family life and childcare credits. There are a number of opportunities available; your counselor can help guide you in making the necessary arrangements for course approval. *

*Some courses may require a \$15.00 office-processing fee.

Haven Services

Course Grading Service

Let us grade the schoolwork for you! Our grading service allows students to work independently at home at their own pace. Schoolwork is mailed in to Haven Learning Center to be graded by our qualified teachers. After grading, all schoolwork is returned to the student so that they may see their teacher's suggestions and further learn from them. When students receive graded work, they also receive a grade sheet showing all their grades in that subject, up to the most current grade.* Students always have the opportunity to redo work with which they are unhappy. The course outline explains exactly how each course is scored. That way there are no surprises when students receive their final grade. We strongly encourage parents to look at each packet of graded work received. Keep a record of grades, always replacing the previous grade sheet with the new, current one. Take note of any teacher correspondence! While Haven does provide formal progress reports, we consider the correspondence and information received in every graded packet to be equally as informative and valuable as the progress reports are!

We take pride in our work. We know that if students believe that their work will never be seen, they rarely spend the proper time on it. For this reason we require that students send in all their work to us, not just the tests. All tests are graded. The majority of daily assignments are also graded, and all assignments are checked for completion.** For an additional fee of \$10.00 students can purchase postage paid, addressed envelopes for ease in mailing their schoolwork.

*The grading service is available only to those enrolled in the Haven Middle School and Haven High School Program. It applies only to courses purchased from Haven Learning Center. Parents should allow 2–4 weeks for return of graded work. Students are always welcome to call in about any grade they are anxiously awaiting.

**We cannot grade every single assignment; the cost to you would be extraordinarily high. We do take special care in choosing assignments to be graded and can assure you that we are doing a superb job in managing your child's education.

Student ID Card

Each student enrolled in the Haven Middle School and Haven High School Program will receive a student identification card that verifies participation in a supervised home school program. Provide us with a current picture and we will include it on your ID card! Many cities in the US have started adopting local daytime curfew laws. In the Austin, Texas area – you can receive a \$200.00 citation! We recommend that you carry your student ID card with you at all times. In many cities, home schoolers are exempt from daytime curfews. Check with your local police department or your local home schooling support group to see if any curfew regulations exist in your city.

Haven Services

Records and Transcript Management

Haven Learning Center will maintain records and transcripts for all students enrolled in the Haven Middle School and Haven High School Programs. New grades will be entered in the student's academic achievement record (transcript) as they are earned. A copy of your child's transcript is available to parents at any time, provided that fees owed to Haven are current. Haven will also provide transcripts to prospective colleges and/or any other school as needed. Again, fees owed to Haven Learning Center must be current.

Progress Reports

Formal Progress Reports* are issued upon the completion of each academic course, not at designated time intervals. The reason for this is that each student's studies are individually paced. If we issued progress reports on a designated date, too many of the reports would simply indicate that the course was in progress. (You already know that.) Indeed, you already know the course average to date, because it is in every packet of graded work you receive.

If for some reason you need a current formal Progress Report and you cannot afford to wait for it – you are welcome to call us and request one at any time. We ask that you give us two days notice.

*This service is available to students enrolled in the Haven Middle School and Haven High School programs only.

Career Guidance and College Planning

Haven Learning Center will help you plan your student's curricula to best suit the capabilities of your student, keeping in mind each student's future goals. After completing a series of diagnostic tests to establish the academic accomplishment level of each student, the student will then be asked to fill out a questionnaire determining the student's profile. With this information, Haven will advise you on which courses need to be taken to best prepare the student for their future path, whether it is college, trade school or to proceed directly into the job market. You will be advised on which tests, such as PSAT, SAT, ACT, etc., that may need to be taken to fulfill college entrance requirements. In addition, Haven will inform you on when it is best to start seeking financial aid assistance for college, and what requirements you may have to meet. Haven offers a scholarship search service to help you find the grants or scholarships your student may qualify for. There are many resources available for students, and Haven Learning Center will help guide you to them!

Haven Services

Haven Learning Center's High School Graduation Requirements

- **General Plan**
This is the minimum number of courses required to graduate with a high school diploma. It is appropriate for students who are not planning on attending a 4-year college.
- **Advanced Plan**
This plan is recommended for students who are planning on attending a 4-year college. Always check on specific requirements of the college of choice before graduating. Add appropriate courses to this plan if necessary.
- **Advanced Plan With Honors**
This plan is the same as the advanced plan, with the addition of 5 honors courses required in 5 different areas over the 4-year time period. These subject areas include English, Math, Science, History and one elective.

General Plan

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Advanced Plan

This plan is recommended for students who are planning on attending a 4-year college. Always check on specific requirements of the college of choice before graduating. Add appropriate courses to this plan if necessary.

Advanced Plan with Honors

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Haven Services

High School Diploma

Haven Learning Center prides itself on its strong academic curricula. Students of Haven Learning Center who complete the Haven High School program earn themselves a Haven Learning Center High School Diploma! Many of our students successfully continue their education at major universities, trade schools and local colleges.

Graduates also receive a personal copy (non-official) of their High School Academic Achievement Record. This is a copy of the high school transcript. Haven maintains the original transcript and will happily forward it to your college of choice. Graduating seniors can participate in a formal graduation ceremony in Austin, Texas, starting in the spring of 2001. Additional charges may apply for participation.

Verification of Enrollment with Officials

Occasionally, Haven will receive requests to verify that a student is enrolled in a valid home schooling program and is performing satisfactorily. Examples of these verification requests include:

- Verification with DPS for driver's license approval
- Verification with parole and/or truant officers
- Verification with Social Security Administrators
- Verification with potential employers
- Verification with local colleges for high school/college dual admission

Students must complete their work in a timely manner in order for us to verify satisfactory progress for them! For example, Texas students who are not doing their schoolwork are considered truant under the Texas Education Laws. See the Texas Education Code -Compulsory Attendance Sec. 25.085 for further information.

Work Study Program

Students who also have a part-time job may earn credits toward graduation. Work-study credits are awarded on a pass / fail basis, and are considered elective credits. Haven maintains contact with the student's employer, and a maximum of three credits per year is possible. Haven charges a fee of \$25.00 per credit hour for office processing. Students must be enrolled in the Haven High School program to qualify.

Scholarship Search

Haven is happy to introduce to you a new program, Haven's Scholarship Search! For a yearly fee of \$50.00, Haven will conduct a monthly search of all scholarships, loans and grants available for you. We will provide you with the necessary forms to apply for this money, and also a time line so that you don't miss any required documents, tests and essays. Students interested in being awarded scholarships should start working toward that goal as soon as possible. You will be amazed at the sheer number of scholarships that are available. This is a service available to all, and certainly is a wise investment!

Enrollment Check-list



- If the student is still currently enrolled in another school, you need to make sure that you withdraw them. This will usually require the parent or guardian's physical presence. Bring in all textbooks and pay any fees owed. This will avoid unwanted absences showing up on the student's transcript or delays in transcript release.
- Complete and return the Enrollment Form. Be sure that both the student and the parent responsible for paying tuition signs and dates the form. **Enclose payment for enrollment fee.** (Enrollment fee varies depending upon which program you are enrolling in. Please refer to the enclosed "Explanation of Costs" for pricing information.) Haven accepts check, money orders and credit cards. Make check payable to Haven Learning Center. Always include the student's name on checks. If you know how many courses you will be ordering. You may at this time include payment.

Call Haven for an exact price quote.

Monday - Thursday 9:00 AM to 6:00 PM C. S. T.

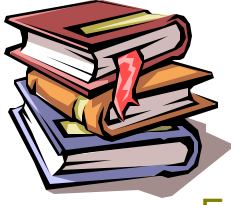
Saturday 9:00 AM to 1:00 PM C.S.T.

San Antonio Area 1.210.568.9940

Call toll free 1.900.418.4302

- Complete and return the Transcript Request Form. This form requires a parent or guardian's signature.
- Include a **copy** of the student's last report card (or transcript) if available.
- We highly advise that you include a photo of student for a Student I. D. Card. A snapshot will do. Please make sure that the student's head in the photograph fits within the frame provided on the Enrollment Form.
- If you would like Student Progress Reports sent to addresses **other** than that of the student's, be sure to check the appropriate box on the Enrollment Form. A progress report is automatically sent, at no extra charge, to the student's home address after the completion of every course.
- Each enrolling student must complete and return the Diagnostic Evaluation and Student Profile. (It will be sent to you upon receiving your completed enrollment form.) Be sure that student's name is printed on the front sheet of these evaluations.

Explanation of Costs



Overview

Enrollment (Registration Fee)

Enrollment fees in all programs are due at the time of enrollment. All enrollment fees are non-refundable. You may pay your enrollment fee in one of two ways:

- Include your check or money order with your Registration Packet and mail in to Haven Learning Center.
- **Visa, MasterCard, Discover or American Express** credit cards are accepted. Fill out the appropriate information on the Enrollment Form in your Registration Packet and mail in to Haven Learning Center with the rest of the Registration Packet.

Enrollment Costs

Umbrella School

- Plan A - \$ 99.99**
- *One-time fee.*
 - *Materials purchased separately*

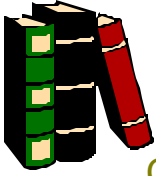
- Plan B - \$139.99**
- *Fee good for 1 year from date of purchase. 12 course limit on preparation of weekly lesson plans.*
 - *Materials purchased separately*

Haven School Programs

- Haven Middle School - \$159.99**
- Haven High School - \$159.99**
- *These two programs offer a one-time enrollment fee, good for as long as the student is enrolled in Haven Learning Center*
 - *Materials purchased separately*

**NEED HELP? CALL (TOLL FREE) 1-800-418-4302
OR IN SAN ANTONIO 1-210-568-9940**

Explanation of Costs



Curriculum (Materials Fees)

Your Haven Learning Center curriculum will be tailored to fit your learning style, interests, abilities and needs. You may choose from used or new textbooks, workbooks, videocassette tapes and CD-ROM (computer courses). Payments for textbooks, workbooks, and videocassette tapes are due at the time of purchase. You may pay by check, money order or credit card. Computer courses ordered on CD-ROM may be financed – subject to credit approval. We buy back used materials in good condition. Tax and shipping charges are additional. You do not need to be enrolled in any of Haven Learning Center's Programs to order Haven curriculum.

If you are not fully satisfied with your purchases in any way, you have three weeks (21 days) from the date of receipt of materials to obtain a full refund less a \$15.00 restocking charge. Materials **must** be returned to us in the same fine condition that you received them. Shipping costs, as well as bank fees charged to our account for credit card purchases are non-refundable.

Course Fees

Students enrolled in the Haven Middle School and High School Programs will also be ordering courses from Haven Learning Center. The fee for each course ordered from Haven Learning Center is \$150.00. Each course fee is due at the time of purchase. We generally ship course and materials within two days of receipt of payment.** You may pay for course fees in one of the following ways:



Visa, MasterCard, Discover or American Express. You can give your charge card information to your counselor when you choose your courses.



You may mail in your check or money order payment after your phone consultation with your Haven counselor. For your convenience, we will hold courses and materials requested for seven days to avoid any materials suddenly becoming out of stock. Your courses are shipped after payment is received.

*Unpaid balances due may result in suspension and/or termination of all services, including grading of schoolwork, verification of enrollment and release of transcripts.

**Sometimes delays are experienced due to book availability, shipping problems or an unusually high period of incoming orders. Students should allow two-weeks during the months of August, September and January.

Haven Learning Center Enrollment Form

Student Information								
Name								
	Last		First		m.i.	Nickname		
Mailing Address	Street						Apt. #	
	City							
	State			Zip			Country	
Personal Information	Date of birth		Grade		Sex			
	Age		Social Security Number					
Contact information	Home Phone							
	Alternate Phone Number							
	Fax Number							
	Email Address							
Which Haven Learning Center program are you enrolling in? (Please check one.)							Attach photo For I.D. Card	
<input type="checkbox"/>	Haven Umbrella program PLAN A							
<input type="checkbox"/>	Haven Umbrella program PLAN B							
<input type="checkbox"/>	Haven Correspondence Middle School							
<input type="checkbox"/>	Haven Correspondence High School							

Parent Information				Check here if you want progress reports sent to this address. <input type="checkbox"/>				
Name	Last		First		m.i.	Parent <input type="checkbox"/>		
						Guardian <input type="checkbox"/>		
Mailing Address	Street						Apt. #	
	City				Country			
	State			Zip				
Personal Information	Occupation (Employer)							
	Social Security Number							
Contact information	Home Phone							
	Alternate Phone Number							
	Fax Number							
	Email Address							

I accept responsibility for all book charges, tuitions, and fees incurred by the above named student. I understand and agree to the duties expected of me in order to help this student succeed.

Signature		Date	
Form of payment <input type="checkbox"/> Check ? <input type="checkbox"/> Money Order ? <input type="checkbox"/> Master Card ? <input type="checkbox"/> Visa ? <input type="checkbox"/> AMX ? <input type="checkbox"/> Discover ?			
If paying by credit card, please complete the following information (please print).			
Card Number			Cardholder's Name
Expiration Date			Cardholder's Signature

Transcript Request Form



Student Name			
	Last	First	Middle
Address	Street		
	City	State	Zip
Student Information	Phone	Date of Birth	
	Social Security No.		

Dear Sir or Madam;

The above named student has enrolled in Haven Learning Center. Please forward to us all records regarding this student.

Thank you.

Sincerely,

Holly Landes
Director

I hereby authorize the forwarding of all school records for the above named student to **Haven Learning Center**.

Parent or Guardian Signature

Date

Previous School Information

School Name			
Address	Street		
	City	State	Zip
Phone			

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