



## MAILING ADDRESS

P.O. Box 3233  
Cookeville, TN 38502

## OFFICE HOURS

Mon—Tues—Wed  
9:00 – 3:00

## Office Location

1654 Burgess Falls Rd  
Cookeville, TN 38506

Please do not submit an enrollment  
until after June 1st.

We do not start enrolling for the new  
school year until then.

**Phone:** (931) 432-1496

**Fax:** (931) 432-1498

**Email:** [jdholman@d1academy.org](mailto:jdholman@d1academy.org)  
[cgholman@d1academy.org](mailto:cgholman@d1academy.org)  
[records@d1academy.org](mailto:records@d1academy.org)

**Website:** [www.d1academy.org](http://www.d1academy.org)



**Enrollment Information for  
New students**

**WHAT IS HOME EDUCATION? - Parents being totally responsible for their child’s education.**

**YOU SHOULD KNOW THE LEGAL ASPECTS OF HOME EDUCATION IN TENNESSEE:**

As a home educating parent, you have ultimate responsibility for your child’s education and your own “school” in your home. It is our recommendation that you protect your rights as a home educator by being familiar with the law in Tennessee concerning home education.

**IS DANIEL 1 ACADEMY STATE ACCREDITED?**

No, we are not state accredited. State accreditation would require teachers (parents) to be state-certified and for curriculums used to be state-approved. Of course that is not possible with homeschooling.

**HOW DOES THAT AFFECT MY STUDENT’S FUTURE IF HE GRADUATES FROM DANIEL 1?**

Students earning our diploma can still go on to college or get a job. There may be a few universities across the nation who may question a homeschooler’s credentials but most colleges are welcoming homeschool students. Sometimes homeschool students have had trouble getting government jobs or entrance into the military. The problem is usually solved by student getting a GED.

**WHAT ABOUT CURRICULUM?**

On the **Homeschool Program** you may choose to use any curriculum you desire. Curriculum is provided by Daniel 1 for students on the **Correspondence Program**. We use a combination of Alpha Omega Lifepacs and A.C.E. Paces. The **Online Program** uses a web-based curriculum called Ignitia, published by Alpha Omega.

**IS ACHIEVEMENT TESTING REQUIRED? NO**

Daniel 1 no longer offers achievement testing. Parents of elementary students who want testing should search the internet where there are many options from which to choose. High school students will still have a testing requirement using the ACT test. See the section on high school for more information.

**WHAT DO I NEED TO SEND IN TO GET ENROLLED?**

**For students transferring from another school**

**OR**

**Students enrolling for the first time anywhere**

**FOR ONLINE & CORRESPONDENCE**

**Also include**

- A separate application for each student
- All enrollment fees.
- The Records Request Form
- Proof of one parent’s high school graduation or beyond
- Birth certificate for each student
- Proof of guardianship if someone other than parents are involved

- Unofficial copy of transcript from former school for students in grades 9-12 if possible to speed the process of placement
- High School Subjects Form (grades 9-12)

**ATTENTION—RETURNING FAMILIES** Daniel 1 reserves the right to refuse to put grades or high school credits on the student’s transcript that were earned during a semester in which the student enrolled late. To avoid any problems, just be sure and enroll before August 1st. We will take enrollments all year but waiting too late may mean that nothing will be posted on student’s transcript for 1st semester. THIS DOES NOT APPLY TO NEW STUDENTS TRANSFERRING TO D1A FROM ANOTHER SCHOOL.

# THREE PROGRAMS FROM WHICH TO CHOOSE

## THE HOMESCHOOL PROGRAM

This is the traditional do-it-yourself program. Parents are responsible for all aspects of their child's education: registering, choosing and purchasing curriculum, teaching and grading. They then report the semester grades (due on Jan. 30 and June 30 of each year) to Daniel 1 Academy to be placed in the student's permanent file. **Parent or guardian of student must have a high school diploma or GED and be able to show proof of it.**

### FEEES

New student processing fee \$ 20  
(Only required first time student enrolls with D1A)

Yearly Registration fees

	Grades K-6	Grades 7-12
1st child	\$100	\$110
2nd child	\$100	\$110
3rd+ child	Free	Free

### EARLY BIRD DISCOUNT

Enroll before July 16 and take \$10 off the enrollment fees of the 2 oldest children.

\*NOTE\* If mailing in registration, your envelope must be postmarked before July 16 to qualify for the early discount.

\*NOTE\* If registering more than one child, the oldest is the first child, the 2nd oldest is the 2nd child, and so on. You must fill out applications for all children being registered but you only have to pay a registration fee for the 2 oldest children.

**\*\*\* ALL FEES ARE NON-REFUNDABLE \*\*\***

## THE ONLINE & CORRESPONDENCE PROGRAMS

INCREASED ACCOUNTABILITY    INDIVIDUALLY-PRESCRIBED CURRICULUM    INDIVIDUALIZED ASSIGNMENT SCHEDULE

The **ONLINE PROGRAM** is for families who want more assistance from the staff at Daniel 1. Students on this program will be logging onto a website each day, reading their lessons, completing homework assignments as well as taking all quizzes and tests over the various units. Their schoolwork is scheduled for them in advance so that by following the daily schedule all work will be completed by the middle of May. Students will have access to a teacher at D1A who will answer questions that they may have over their schoolwork. Parents will be able to monitor daily their student's progress and grades. Parents will still be responsible for making sure the student completes all schoolwork on schedule.

The **CORRESPONDENCE PROGRAM** is for families who want more assistance from the staff at Daniel 1 but prefer a workbook format instead of a computer. Students on this program will receive packages containing one unit of each subject that the student is taking in the form of workbooks. Each package contains enough schoolwork for three weeks. Students and parents will need to grade the daily work and quizzes. Upon completing all the work in the unit, the student returns that package to D1A and receives the next unit package. Staff at D1A will grade the unit tests. Parents will be provided a yearly schedule showing when each unit should be completed but will need to help the student schedule daily work in order to finish a unit in three weeks. Parents will still be responsible for making sure the student completes all schoolwork and returns it to D1A on schedule.

### Payment Options

**1 Payment of full tuition \$ 1200** (\$200 discount) You may choose to pay for the whole year at the time of registration by cash, check, money order or credit card.

**Payment Plan—\$700 down with enrollment and then \$700 due December 1**

**Tuition for 2nd Semester only \$ 700 with enrollment** (No payment plan.)

## MISC INFORMATION & POLICIES

### CONFIRMATION PACKET WILL ARRIVE BY MAIL Containing ID cards for students and teacher

Once your student's application has been completely processed, you will receive a confirmation packet containing the following:

- ⇒ a Teacher I.D. card and a Student I.D. card - These cards are helpful anytime you need to prove your student is enrolled with Daniel 1 for the current year. Any students who will be out in public during the day should carry their I.D. card to show if questioned about not being in school. Teacher I.D. cards can be shown at some stores to receive a teacher discount. Please do not throw them away. There is a \$5.00 fee to replace lost cards.
- ⇒ School calendar—**Please put this in a safe place where you can refer to it throughout the year.**
- ⇒ High School Information Sheet (if you enroll a student in grades 9-12) This will contain information on reporting high school credits and on D1A's requirements for graduation. Please put this in a safe place where you can refer to it throughout the year.
- ⇒ Graduation Information (if you enroll a graduating senior) - This will contain information about the senior year including deadlines and applications for graduation. Keep these forms and return at the appropriate time.

**If you do not receive your confirmation letter and I.D. cards within 2 weeks of registering, please call and notify the school. Otherwise we will assume you received it.**

### CHANGE OF ADDRESS OR PHONE

If during the school year your address or phone number changes, it is your responsibility to notify Daniel 1 of the change.

### WITHDRAWING DURING THE SCHOOL YEAR

HOMESCHOOL STUDENT—To withdraw your student from D1A during the school year, you must fill out a Withdrawal Request Form, (available at D1A or on website), complete a Semester Report Form with grades earned up to the point of withdrawing, and turn both forms into Daniel 1. We will not release records unless all accounts are settled and semester reports have been turned in. **All fees are non-refundable.**

CORRESPONDENCE & ONLINE STUDENT—To withdraw during the school year, you must fill out a Withdrawal Request Form, (available at D1A or on website), and turn it in along with any borrowed materials. You will have to pay any outstanding obligations before we will release records to another school. **All fees are non-refundable.**

### KEEPING UPDATED

We maintain a website to keep our members informed of upcoming deadlines and events. A school calendar is posted on the website also. It is the responsibility of parents to use the website to stay informed.

**STAYING INFORMED OF D1A EVENTS . . . IS YOUR RESPONSIBILITY**

### THREE WAYS TO STAY INFORMED

1. **Visit our website on a regular basis.** - We update it often plus the school calendar is posted there from the beginning of the school year.
2. **Keep the school calendar on your refrigerator** - You will receive a copy in the confirmation packet that will be mailed after you enroll.
3. **Sign up for email reminders.** - By giving us an email address on the enrollment page, you will be signing up for email reminders. These are sent out only a few times a year.

Student's Information Student's ID# Family ID#

Check one:  
 New student (never with D1A)  
 Former student (with D1A in past but with other school since)  
 Continuing student (with D1A last year)

First Name Middle Name Last Name  
 Date of Birth Grade level

Check one:  
 Homeschool Program \_\_\_\_\_  
 Correspondence Program \_\_\_\_\_  
 Online Program \_\_\_\_\_

**\*\*Include copy of birth certificate if new student\*\***

\_\_\_\_\_ Check here if you, the parent, has had a student enrolled with Daniel 1 in the past or have another student already enrolled for this school year. NAME OF STUDENT \_\_\_\_\_

Does this student have any learning disabilities? \_\_\_ No \_\_\_ Yes  
 If yes, please give short explanation  
 \_\_\_\_\_  
 \_\_\_\_\_

Will this student be graduating from high school this year?  
 \_\_\_ No \_\_\_ Yes (if yes, please enroll as a 12th grader)  
 Is student planning on getting a GED instead of a Daniel 1 diploma?  
 \_\_\_ No \_\_\_ Yes (must be 16 or older)

**ONLINE / CORRESPONDENCE PROGRAM FEES**  
 \$1200 for full year tuition  
 OR  
 \$700 for 1st semester  
 (2nd semester fee of \$700 will be due by Dec 1)

**HOMESCHOOL PROGRAM ENROLLMENT FEES**

	Grades K-6	Grades 7-12
1st child	\$100	\$110
2nd child	\$100	\$110
3rd+ child	Free	Free

**EARLY BIRD DISCOUNT**  
 Enroll before July 16 and take \$10 off the enrollment fees of the 2 oldest children.  
 \*\* If mailing, envelope must be postmarked before July 16 to qualify for the early discount.

**\*\*\*ALL FEES ARE NON-REFUNDABLE\*\*\***

**PAYMENT INFORMATION** If paying for more than one student, give total for all on oldest child's form.  
 TOTAL PAYMENT FOR THIS FAMILY \$ \_\_\_\_\_  
 Circle one: Check - Money Order - Cash - VISA - Mastercard - Discover - AmEx  
 Credit Card Number \_\_\_\_\_ Exp \_\_\_\_\_  
 Name on the card \_\_\_\_\_ Sec. code \_\_\_\_\_  
 Zip code of address of card \_\_\_\_\_

Enrollment Fees  
 New Student Processing Fee (\$20) \$ \_\_\_\_\_  
 Homeschool Registration fee \_\_\_ child (1st, 2nd...) \$ \_\_\_\_\_  
 Online / Correspondence Program  
 Full year Tuition \$1,200 \$ \_\_\_\_\_  
 OR 1st semester \$ 700 \$ \_\_\_\_\_  
 2nd semester \$ 700 \$ \_\_\_\_\_  
 Extra Teacher ID card (\$5.00 ea) \$ \_\_\_\_\_  
 (Max. 1 extra card per family)  
 TOTAL DUE FOR THIS STUDENT ONLY \$ \_\_\_\_\_

**\*For Office Use Only—Do Not Write in this Box\*** Received by M Fx D1 Em  
 Enroll Date \_\_\_\_\_ Received Initials \_\_\_\_\_  
 Payment: Check # \_\_\_\_\_ Name on Check \_\_\_\_\_

NAME OF STUDENT(S) \_\_\_\_\_

**FOR MULTIPLE STUDENTS IN SAME FAMILY, ONLY FILL OUT THIS PAGE ONCE.**

Primary Parent or Guardian Family ID#

(Teacher ID card for this person included in registration fee.)

Full Legal Name \_\_\_\_\_

Cell Phone # \_\_\_\_\_ 2nd Phone # \_\_\_\_\_

Does student live with this parent or guardian? \_\_\_\_\_

Relationship to student: \_\_\_\_\_  
(If other than parent—include custody or guardianship papers)

Street Address (Physical address of home—no P.O. boxes) \_\_\_\_\_

Education level: \_\_\_GED \_\_\_High school diploma \_\_\_More  
(For new family with D1A—include proof of education level)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ **County (not country)** \_\_\_\_\_

Marital status \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Current spouse's name \_\_\_\_\_

\_\_\_\_\_ **Email address**



We will use this email address to send you reminders of important dates during the year. We will also use it to contact you if we cannot reach you by phone.

Other Parent or Guardian

Check here for ID card for this person & include \$5.

Full Legal Name \_\_\_\_\_

Cell Phone # \_\_\_\_\_ 2nd Phone # \_\_\_\_\_

Does student live with this parent? \_\_\_\_\_  
*If yes, please complete this entire section except same as above.*  
*If no, does this parent have legal right to student's records?* \_\_\_\_\_

Street Address (Physical address of home—no P.O. boxes) \_\_\_\_\_

Relationship to student: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ **County (not country)** \_\_\_\_\_

Education level: \_\_\_GED \_\_\_High school diploma \_\_\_More

Marital status \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Current spouse's name \_\_\_\_\_

Email address \_\_\_\_\_

I, the parent or guardian of this student, have read all the information in this packet and understand the commitment I am making and what my responsibilities are.  
I will make sure my student covers the required amount of school work.  
I have answered all questions and filled in all blanks truthfully to the best of my knowledge.  
I understand the policies regarding enrollment fees and tuition with regard to early withdrawal during the school year.  
Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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Fax: 931-432-1498  
records@d1academy.org  
www.d1academy.org

## REQUEST FOR STUDENT'S RECORDS

From: School's Name \_\_\_\_\_ Student's Full Name \_\_\_\_\_  
City \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade level \_\_\_\_\_  
Fax number \_\_\_\_\_ Date student enrolled with D1A \_\_\_\_\_

**WE ONLY WANT THE FOLLOWING ITEMS WHICH SHOULD BE ONLY 3-5 PAGES.**

Up-to-date current transcript showing grades for last few years  
Immunization record (latest form only)  
Most recent standardized test scores

**Please send copies of ONLY the above items.**

**Please do not send multiple copies of the same page.**

*(We are trying to help cut down on the amount of unnecessary paper and toner.)*

**PLEASE DO NOT** send cumulative file. **PLEASE DO NOT** send originals.

**PLEASE DO NOT** send special education records.

We also don't want copies of anyone's social security cards, tax returns, personal bills, etc. We only want the above mentioned items. Thank you for your assistance.

**We prefer that you email the records as a separate PDF file for each student to records@d1academy.org**

*(Again this saves paper & toner. We are a non-profit organization.)*

or you can fax the items to us if less than 5 pages

or MAIL IT TO US if more than 5 pages.

If you have any questions, please call us. We are in the office on Mon., Tues., & Wed. from 9 a.m.—3 p.m.

For D1A Office Use Only - - - -

Date faxed / mailed / emailed \_\_\_\_/\_\_\_\_/\_\_\_\_

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_