

Pioneer Family Academy

Private School Satellite Program

PSP Application Instructions

The following is a list of forms needed for admittance into Pioneer Family Academy Private School Satellite Program. Please take the time to carefully fill out the enclosed forms so that we can maintain accurate records on behalf of you and your child. A star (*) indicates items needed for those students who are re-enrolling.

FAMILY APPLICATION*

Fill out one application per family, listing the names and appropriate information for each child being enrolled.

MEMBERSHIP AGREEMENT*

Please read carefully and have both parents sign.

PAYMENT*

Make checks payable to Pioneer Family Academy, or use link or QR code on website.

HEALTH RECORDS FOR EACH CHILD

- **Report of Health Examination for School Entry form or Waiver.**

Every child entering first grade must have this form on file. We have copies we can supply you to give to your child's physician, if needed.

- **Immunization Record or Waiver**

These should be in your child's "cum" file if he/she has been enrolled in a previous school. Parents who are enrolling a child into the kindergarten (or 1st grade if you have not already done so) need to include a copy of your child's yellow immunization card. We will fill out the blue Immunization Form from these documents.

- SB277 passed in 2015, removing the personal beliefs exemption for those choosing to omit one or more vaccinations for their school-aged children beginning September 2016. However, private home schools were excluded from the new law. The mandatory vaccinations law applies to all students in public, public charter schools, and private schools, but not for home school students. Read [HSLDA's guidelines](#) and some resources from Family Protection Ministries to help you make an informed decision about vaccinations.

"CUM" FILE FROM PREVIOUS SCHOOL

If you are transferring from a public school, private school or a different PSP, please complete the "cum" file request form.

VERIFICATION OF MEMBERSHIP IN HOME SCHOOL LEGAL DEFENSE ASSOCIATION

Those who are already members in HSLDA just need to supply your membership number and expiration date on the enrollment application. New members should fill out the HSLDA application and submit it at [HSLDA.org](#). Our group number is **293272**, and should be used when filling out your application to receive the group discount. **You will not be added to our school roster until we have verification of your membership.** Please email us with your membership number and expiration date.

COURSE OF STUDY FOR EACH GRADE*(For grades K-8)

Fill in the enclosed form, one for each child, as best you can, but do not feel bound by it during your teaching time. You may teach some subjects some days and not other days or you might teach one subject one semester and a different subject the next semester.

COURSE DESCRIPTION (For grades 9-12)

You will need one completed Course Description for each course your high school student is taking.

FACULTY AND THEIR QUALIFICATIONS

You are the faculty (teacher). Do not be intimidated by having to write a statement of your qualifications. Be creative, but be honest. Put down any schooling, high school and above. Include work experience, skills, hobbies, interests, and any personal information that adds to your qualifications to teach, such as a love of travel and adventure, and inquiring mind, or love of reading, etc. Be sure to mention any time spent teaching Sunday School, Home Schooling workshops or other parent education opportunities. This information is required by the state. We will certify that this form is on file, but it will not be sent to the state. It will be kept confidential.

TESTING SCORES*

We would like a copy of any formalized test scores, i.e. SAT or IOWA.

COPY OF YOUR CHILD'S BIRTH CERTIFICATE

CURRENT PHOTO (wallet size or smaller to place on their cum file)*

This would be nice but is not mandatory.

IEP INFORMATION

Individualized Education Program. This is program associated with special needs children. If your child has an IEP, you will be aware of it, otherwise do not worry about this. It does not apply to you.

DURING THE YEAR YOU WILL NEED TO TURN IN THE FOLLOWING EVERY QUARTER:

- Student Progress and Attendance Records
- Progress Reports

These forms can be accessed on our website or if requested, they will be mailed to you at the beginning of the school year.

The due dates can be found on our website under the PSP calendar

NOTE ON RECORD KEEPING

To stand as good stewards before the Lord and good examples to our children we must endeavor to fulfill any promise we make. When you join Pioneer Family Academy you sign a contract that states you will submit all your paperwork by the appropriate deadlines. As we try to teach our children, there are natural consequences to our actions (or lack of action). With PFA there are consequences too, in the form of a late fee, which we hope will be an incentive to keep you current with all your forms. We would much rather that you submit your forms on time than charge you a late fee; however, **be assured we will charge the late fees on all delinquent forms and you will be removed from our record and will have to pay the full price to re-enroll, if they are more than thirty days late.**