

# ENROLLMENT AND WITHDRAWAL POLICIES

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## Homeschool Student Policy

The Secondary campus of Evangelical Christian Academy may screen prospective Secondary students for proficiency in Mathematics, Language Arts, Science and Social Studies/History. These evaluations may include but are not limited to: written math and language arts exams, and minimally, oral interviews covering Bible, science and history. Appropriate academic records providing documentation consistent with the State of Colorado statutes regulating home school students are required from home-schooled families. These records include but are not limited to attendance data, test and evaluation results, and immunization records, as required by sections 25-4-901, 25-4-902, and 25-4-903 C.R.S.

In order to maximize student academic success, ECA reserves the right to place all students at a grade level consistent with their abilities. The Secondary Principal will be the final authority regarding placement and acceptance of students.

Transfer of home school coursework for credit towards a high school diploma from Evangelical Christian Academy must be documented and must comply with all State of Colorado statutes. These records include but are not limited to attendance data, test and evaluation results, and immunization records, as required by sections 25-4-901, 25-4-902, and 25-4-903 C.R.S. Credits will be evaluated based on the number of instructional hours AND on the amount of material covered. Non-traditional courses may not meet minimum academic requirements for graduation, but upon review, may be accepted for elective credit. Homeschool coursework should have course outlines detailing scope and sequence of each class in order to transfer in credits with quality points. If this information is not provided, then credits can be transferred in as a passing grade with no quality points. The Secondary Principal will be the final authority regarding placement and acceptance of students. A pre-approval/final approval form for alternative and homeschool credits may be obtained in the secondary school office and must be filled out prior to starting the course.

## WITHDRAWAL FROM ECA

Should a student be withdrawn from school for any reason during the academic year, the following procedure should be followed:

No later than the student's last day of attendance, the Student Withdrawal Form (available in the Secondary office) must be completed:

- The student must present the withdrawal form to each of his/her teachers for an exit grade and signature; to the librarian to initial and verify that all library books and materials have been collected and fines or dues have been paid; and to the Business Office to verify any outstanding obligations.
- All textbooks must be listed on the withdrawal form and turned in to the school office, and the withdrawal form will reflect that this has been completed and all damage/loss fees, if any, have been paid.
- The student must empty and clean his/her desk or locker and pass inspection by Administration, to be reflected on the withdrawal form.
- The parent must submit the completed withdrawal form and a written letter of explanation for the withdrawal to the administration before departure.
- Student fines, fees, and obligations must be paid before leaving. Student records (except for medical/shot records) cannot be released until all outstanding obligations are paid.

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