

## **Dr. D.D. Brown Christian Academy of Hope**

Dear Prospective Family,

Thank you for your interest in Dr. D.D. Brown Christian Academy of Hope! The educational choices that you make for your children are important ones, and we look forward to partnering with you as you seek God's will in those decisions.

We at Dr. D.D. Brown Christian Academy of Hope seek to provide a quality Christian based education within a warm, caring environment that communicates to your child a sense of love and acceptance. We service students from PK to 12th grade.

**\*Students in our PK program must be 4 years old before September 1st. Students in our Kindergarten program must be 5 years old before September 1st.**

Please take a moment to review all of the information provided in your application packet. Within the packet, you will find the following information: Academy Application, Mission Statement, Philosophy of Christian Education Statements, Payment Fee Schedules, Dress Code Information, Parent Pledge, Student Code of Conduct, Student Emergency, Health Appraisals, Authorized Pickup Form, Computer Use Form, Before/After Care Information, Enrollment Incentives and Reference Form.

Also included is a list of additional forms and information that are **required** before an interview will be scheduled for student enrollment.

All information must be completed and either hand delivered to the academy or mailed directly back to Dr. D.D. Brown Christian Academy of Hope to the attention of the Student Services Advisor. The admissions process normally takes two to three weeks.

Thank you for inquiring about Dr. D.D. Brown Christian Academy of Hope. We look forward to assisting your family in meeting its educational endeavors. If you have any questions, please contact us on (352) 369-3119. We would be happy to assist you through this process in any way we can.

Sincerely,

Academic Dean

**Dr. D.D. Brown Christian Academy of Hope**

**These items must be included with your application before an interview will be scheduled.**

1. Copy of Social Security Card
2. Copy of Birth Certificate
3. Copy of Parent(s) Identification
4. Current Immunization Form (***obtain through Doctor's office***)
5. Student Standard of Conduct
6. Parent Pledge Form
7. Student Emergency Information Form
8. Student Authorized Pickup Form
9. Student Health Appraisal Form
10. Computer Acceptable Use Form
11. Photo Release Form
12. Copy of any IEP's/504's (***applicable only to students who receive special services***)
13. Copy of most recent report card and/or progress reports

**Upon enrollment, these fees must be paid within 10 business days. See Payment Fee Schedule Form.**

1. Registration & Comprehensive Fees
2. Curriculum Fee

**Upon enrollment, this form must be submitted to your child's current school for transcript transfer. *Please also be advised, that student transcripts must be received by Dr. D.D. Brown Christian Academy of Hope before students are officially accepted into our Academy.***

1. Student Transcript Request Form

**Upon enrollment, this form must be submitted back to Dr. D.D. Brown Christian Academy of Hope within 15 business days. This form is to be completed by a church leader from the church in which you attend. *If you are not a current member of a church, please provide two (2) reference letters from either previous teachers or community leaders (YMCA, Boys & Girls Club, Boy Scouts, Brownies, etc...).* The form must be mailed directly back to Dr. D.D. Brown Christian Academy of Hope to the attention of the Student Services Advisor. Please provide a stamped envelope with *Dr. D.D. Brown Christian Academy of Hope's* address on it to the person who is completing the Reference Form.**

1. Student Reference Form

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2. Two (2) Reference Letters from previous Teachers or Community Leaders

**\*\* Parents requesting early admission for students who turn 4 or 5 years old after September 1<sup>st</sup> must submit a letter, along with their application, requesting early admission. The letter must include the student's date of birth and explain why the student should be considered for early admission. Early admission will be considered for students who turn 4 or 5 by Sept 30<sup>th</sup> . Each case will be evaluated on a case by case basis.**

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