



# Traditional Learning Academy Online

## APPLICATION FOR (RE)ENROLMENT

### PLEASE CHECK ONE:

- Student was **enrolled** with TLA last school year – **Fill in only part A1, then go to part F.**
- Student is new to TLA, was with TLA as a homeschooler or was with TLA prior to the last school year. **Fill in all sections.** The application will be processed only when ALL necessary documents are received (please see section D for a checklist of required documents).

### A1. STUDENT INFORMATION

Surname (Legal) \_\_\_\_\_ (Usual, if different) \_\_\_\_\_

First name (Legal) \_\_\_\_\_ Middle Name \_\_\_\_\_ (Usual, if different) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Parents' e-mail address: \_\_\_\_\_

Student's e-mail address (where applicable) \_\_\_\_\_

### A2. STUDENT INFORMATION

Grade in September \_\_\_\_ Gender M F Date of Birth: (mm/dd/yy) \_\_\_\_\_ Birthplace: \_\_\_\_\_

Landed Immigrant? Y N If not born in Canada, entry date: \_\_\_\_\_ CARE card no: \_\_\_\_\_

**Language used:** Applicant is fluent in English -- Y N  
If no, please indicate first language, language used at home and indicate level of ability in English;

\_\_\_\_\_

**Special Conditions:** Please indicate if the applicant has any behavioural and/or learning difficulties that have been previously experienced or diagnosed and indicate the nature of any formal evaluations or assessments.

\_\_\_\_\_

\_\_\_\_\_

### B. FAMILY

Father's name \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address (if different) \_\_\_\_\_

Mother's name \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address (if different) \_\_\_\_\_

Family Doctor/Phone: \_\_\_\_\_

### OFFICE USE ONLY

Date Rec'd		Report Card		Teacher	
Request sent		Birth Certificate		PO #	
Request Rec'd		Residency		Welcome Letter	
BCeSIS		Agreement		PEN #	

**C. EDUCATIONAL BACKGROUND**

Education to date: . At home \_\_\_\_ For grades \_\_\_\_\_

OR

At School \_\_\_\_ (please list all previous schools below)

GRADE (S)	SCHOOL	LOCATION

**Please notify the previous school your intended date of withdrawal.**

**D. TO BE SUBMITTED WITH APPLICATION** Attach scanned originals to [office@schoolathome.ca](mailto:office@schoolathome.ca), fax, or mail copies of:

1. Birth Certificate
2. Applicant's last Report Card
3. Citizenship or Landed immigrant documents

Note that the application cannot be processed until all required documentation is received

**E. LEGAL RESIDENCY OF PARENT FORM A** (if parents are deceased, use Form B)

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.

**1. Lawfully admitted into Canada (please check one)**

- \_\_\_\_\_ Canadian citizen (if not born in Canada, please attach photocopy of citizenship paper/card)
- \_\_\_\_\_ Landed immigrant (attach photocopy of landed immigrant status paper)
- \_\_\_\_\_ Lawfully admitted to Canada under one of the following documents (please mark the appropriate box below and attach photocopy of document):
  - \_\_\_\_\_ Admission as a refugee claimant
  - \_\_\_\_\_ A person claiming refugee status who has a letter of no objection
  - \_\_\_\_\_ Student authorization (student visa) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
  - \_\_\_\_\_ Authorization (working permit) for two or more years (or issued for one year but anticipated to be for one or more additional years)
  - \_\_\_\_\_ A person carrying out official duties as a diplomatic or consular official (with a foreign representative acceptance counter foil in his/her passport)
  - \_\_\_\_\_ Other - document description: (must be cleared with Immigration Canada)

**2. Residency in British Columbia (please check one)**

- \_\_\_\_\_ I am a resident of British Columbia, my residency address is \_\_\_\_\_
- \_\_\_\_\_ I am not a resident of British Columbia

**3. Confirming Signature**

Parent's/legal guardian's name \_\_\_\_\_

Parent's/legal guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

**F. ENROLMENT AGREEMENT**

\_\_\_\_\_ *"I have read and agreed to the terms outlined in the enrollment agreement below. By checking this box, I understand that this is the equivalent of attaching my signature, and that TLA will process the application."*

## F. (RE)ENROLMENT AGREEMENT (please retain this section for your records)

By (re)enrolling your child(ren)\* with TLA Online, you agree to the following terms and conditions:

1. Your child(ren)'s educational program(s) must meet the learning outcomes as articulated by the Ministry of Education and that you may need to supplement your resources where necessary to comply (with the exception of accommodations for students who need to have a modified or adapted programs, for whom Individualised Educational Plans – IEP, will be developed);
2. Our teachers are responsible for the learning program, and will collaborate with you to develop your child(ren)'s student learning plan(s), including course outlines, description of instructional strategies and program implementation;
3. You and your child(ren) must meet with our teacher on at least three occasions during the school year. You agree to facilitate the meetings in your home and/or a TLA facility (or by electronic means where distance is too great);
4. A log of each child's progress must be submitted **weekly** to the home teacher (and to the specialist teachers where appropriate) through our School at Home website or by email with attachments if necessary. Lack of logs for three consecutive weeks may result in removal from the program, and placement of the student as a homeschooler. *Lack of communication with the teacher and/or lack of evidence of adequate academic effort could result in delayed approval or payments for expenditures.*
5. Your child(ren)'s educational progress must be assessed by our teachers and reported on a regular basis, which will require you to support and assist with the gathering, recording and/or documentation of student achievement through tests, work samples and maintenance of a portfolio;
6. Your child(ren) will undertake standardized testing, which includes voluntary participation in the Canadian Test of Basic Skills, and **mandatory** participation in the Ministry Foundation Skills Assessment (FSAs) in Grades 4 and 7 and required Provincial Examinations for Grades 10, 11 and 12.
7. Your child(ren) must have regular access to a computer, printer and internet connectivity;
8. One parent must be at home during the school day throughout the year, this requirement includes students in the Graduation Program (Grades 10-12);
9. TLA cannot reimburse you for resources you purchase directly. TLA can be invoiced or will purchase resources on your behalf, providing they are necessary for the implementation of your child's learning program. Learning Resource Policies are available online at [www.schoolthoma.ca](http://www.schoolthoma.ca).  
Please note the following dates as outlined in the Learning Resources Policies:
  - Deadline for spending the allocated amount per student is MAY 31<sup>st</sup>. ALL invoices must be received in our office by JUNE 15<sup>th</sup>.
  - NO lessons or activities will be covered between JUNE 30 – OCTOBER 1<sup>st</sup>. (TLA will not pay for September lessons)
  - 50% of the allotment can be spent between JUNE 1<sup>st</sup> – OCTOBER 1<sup>st</sup>. the remaining 50% between OCTOBER 1<sup>st</sup> and MAY 31<sup>st</sup>.
10. Non-consumable resources for Grades 8 to 12 purchased by TLA remain the property of TLA and must be returned at the end of the school year. It will be assumed that you wish to purchase items not returned by July 5, and that you agree to pay by credit card or invoice 50% of the original cost of the item(s) kept.
11. You are responsible for the safety and security of all school materials and borrowed equipment and are required to pay for any returned items that are damaged beyond normal wear and tear.
12. You are required to repay TLA for any goods/services which do not meet program requirements, and for which TLA has paid the provider. You further agree to repay all or part of the total amount paid on your behalf if your child(ren) are withdrawn from the program at any time during the school year, or if TLA is committed to any expense in excess of agreed-to limits for each child.