

# NEW ENROLLMENT

EN001(OCT 2023)



Meeting the diverse educational needs of  
children, to equip them for a successful future.

Diversio Academy  
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2023

&

Beyond

Learning Diversity Pursued  
WWW.DIVERSIOACADEMY.COM

## Follow these steps for Enrollment:

- 1) Read through this enrollment form to ensure you include all the requested information in each of the following sections.
  - a. Understand & Agree to the Code of Ethics
  - b. Family Agreement with HLA
  - c. Costs applicable to services/documents from Homelife Academy
  - d. Diversio Academy value added services & fees
  - e. Academic Calendar Options
  - f. All family detail
  - g. All student detail
  - h. Transferring High School Student Details
- 2) Submit this Enrollment form (EN001), completed for all students you wish to register in your family, to [register@diversioacademy.com](mailto:register@diversioacademy.com)
- 3) Ensure to indicate if you will design the Individual Education Plan (IEP) OR if you need assistance from Diversio Academy to formulate the IEP (**Planning Assistance**), as well as if you want Diversio Academy to enter the IEP at the time of registration (**Record-Keeping Assistance**)
  - a. See Section D for all Value-Added Services
- 4) Make payment to Diversio Academy on receipt of the invoice you will receive after Step 3. The invoice includes the banking details. When receiving the invoice via social media like WhatsApp, make sure to click through all the links to open the actual invoice (2-3 clicks depending on your device)
- 5) If you have not indicated the need for Record-Keeping Assistance in Section D, you will now be required to enter the IEP. Please do so as soon as you receive registration confirmation from Diversio Academy to expedite final approval and avoid the delay of the transcript review for high school students.
- 6) Start/continue with your educational journey, and stay in contact with us! We will add you to social media channels or groups for accessible communication and to connect and meet the rest of the Diversio Academy family group. Please make sure to introduce yourself and the rest of your family. Please note that the Group might be busy from time to time. Please change your settings to receive silent notifications if you use a mobile phone for social media apps. We understand how disturbing it can be but value your input and camaraderie.

## FAQ

Always refer to the Diversio Guidebook for information, recommendations, explanations of credit, goal-based planning, individual educational plans, schedules, important dates, calendars, etc.

### 1) How do I log into MyHLA? How do I add an Educational Plan or update records on Applecore?

Upon enrollment, it is required to enter the Educational Plan into Applecore. If you didn't request the service during registration from Diversio Academy, follow these steps.

- a) Parents will receive a welcome e-mail or confirmation of registration from HLA, which is the indication to enter the EP into Applecore
- b) Go to the HomeLife Academy website and click on MyHLA in the top right-hand corner or click on the link from here: <https://member.homelifeacademy.com/login/login.aspx>
- c) Use the e-mail address you supplied in Section F of the Enrollment form (EN001) as a Username. Choose the "Forgot Password" function to reset your password.
- d) Look out for an e-mail from HomeLife Academy. Also, check your Junk Folder.
- e) Click through the link in this e-mail to complete the Password Reset Function and choose a password.
- f) Log in to MyHLA with the same Username and new password.
- g) Once you are signed in on MyHLA, click on the Applecore logo at the bottom of the fields on the Home Page.
- h) Please watch the following video for help [How to Enter an Education Plan • Applecore](#)

The record you should keep up to date for each child includes the following:

- ✓ Progress/grades per subject Watch the following video for help on entering grades [How to Enter Semester Grades • Applecore](#)
- ✓ Subject resources/textbooks used
- ✓ Attendance [How to Enter Attendance Records • Applecore](#)
- ✓ Portfolio (not required, but you may use this feature for your records). This video will assist with keeping the Portfolio up to date [How to Enter Students Portfolio • Applecore](#)

**Without an Educational Plan, the registration will not be complete. This is especially important for high school students, as HLA's councilors annually review transcripts and this process will be delayed. Make use of Diversio Academy's Value-Added services to assist you.**

### 2) Under which term or semester do I enter grades on Applecore?

The grading periods are relevant to your choice of academic calendar.

In Applecore, the terms in bold are used for grading purposes:

- ✓ **Spring:** January - May (generally a 90 days semester)
- ✓ **Summer:** June - July (an optional 60 days term)
- ✓ **Fall:** August - December (generally a 90 days semester)

## **HOMELIFE ACADEMY ENROLLMENT THROUGH DIVERSIO ACADEMY (EN001)**

HLA firmly believes in parents having the responsibility for their student's education. All families within the Group must read over and agree to the following Code of Ethics: Ref: [HomeLife Academy's Code of Ethics](#)

Diversio Academy adheres to HomeLife Academy's Code of Ethics and expects all our group members to uphold the same. Please read over Sections A & B with your students and explain where needed. Only one parent needs to sign the document.

### **SECTION A: CODE OF ETHICS FOR STUDENTS AND PARENT-TEACHERS**

All students and parent-teachers of HomeLife Academy must uphold our Code of Ethics. HomeLife Academy's foundation is built on trust and relationships with our families. Our staff is here to support you on your homeschooling journey. This requires honesty, commitment, and communication.

HomeLife Academy reserves the right to dismiss a family for personal and/or academic misconduct that takes place either inside or outside of the teaching home at our discretion. Fees will not be refunded.

If HLA is given reason to suspect educational neglect or that a student's grades or records have been falsified, HLA reserves the right to evaluate the situation and/or require students to complete end-of-course exams or other testing to validate grades and/or credits earned. NEST may be required to continue enrollment with HLA.

- Any activity which compromises the academic integrity of HomeLife Academy and undermines the educational process will not be tolerated and will be grounds for dismissal. This sort of academic misconduct includes, but is not limited to, cheating, fabrication, plagiarism, unauthorized use of resources, violation of published academic regulations, and facilitating academic dishonesty. Educational neglect or falsifying a student's grades or records will be grounds for dismissal.
- Physical or verbal threats, abuse, and/or bullying of HLA Staff will be grounds for dismissal. This includes hateful speech, cursing, yelling, accusations and/or being generally uncooperative or argumentative. HLA Staff is here to serve our families and as such should be treated with respect.
- A conviction for violating Tennessee, Florida, Alabama, or Colorado criminal codes or those of your residential jurisdiction will be grounds for dismissal.

I, \_\_\_\_\_(parent name & surname)

acknowledge that I have read and will prescribe to HLA's Code of Ethics.

Date: \_\_\_\_\_

## **SECTION B: FAMILY AGREEMENT TO HLA TERMS AND CONDITIONS:**

HLA firmly believes in parents having the responsibility for their student's education. All families within the Group must read over and agree to the following Terms and Conditions.

- HLA bylaws and policy, as prescribed by our Board of Directors, restrict the enrollment of students where the following applies: truancy, suspension, expulsion, and misdemeanors. HLA reserves the right to deny enrollment or may place your student in our Archway Program with conditional enrollment and requirements if any of these apply.

- HLA will review the student's records once they have been received from their previous school and/or parent. Students whose records show any of the following may be placed in our Archway Program or withdrawn if it is determined that HLA is not the best fit for the student:

- (1) failing grades in core courses (ex., English, math, science, social studies),
- (2) GPA below 2.0,
- (3) disciplinary issues, or
- (4) the student is not on target for graduation.

If any of these apply to your student, we recommend calling our office for approval before submitting your application.

- HLA has the right to determine which credits will count toward HLA's graduation requirements when transferring from another school.

- Parents understand that re-enrollment must happen each year by August 15 or January 15 (dependent on the school calendar of your Group). Parents must notify the Group Administrator if they do not plan to re-enroll with the Group for the new school year.

- HLA does not require annual standardized achievement testing and therefore does not offer standardized yearly achievement testing.

- HLA does not provide a curriculum or assignments. Parents are responsible for locating and ordering textbooks.

- **Parents or Group Administrators are responsible for recording grades and attendance two times per year in Applecore – January 15 and June 15.**

- Parents or Group Administrators are responsible for ensuring that the student is on track for graduation. A counselor will complete an annual high school transcript review to assist. It is the parent's or Group Administrator's responsibility to check the review for accuracy and that all necessary changes and corrections are made to the student's plan.

- Parents of high school students should read the high school information on our website and complete the High School Planning Sheet.

- Students must complete the minimum graduation requirements to be awarded an HLA diploma.

- HLA is for families who intend to home-educate through graduation. Suppose your child chooses to transfer to a public or private school. In that case, that school may require placement tests to determine the student's grade placement and may or may not accept all credits completed while homeschooling.

- Parents are responsible for the child’s education but may hire tutors or participate in co-ops, tutorials, etc.
- Parents and/or Group Administrators must keep ALL information in their accounts up to date (especially e-mail addresses) and read all our e-mails to stay current with important information.
- Parents should ask Group Administrators to request documents from HLA.
- Parents and/or Group Administrators understand and agree to the group fee structure. These fees are subject to change.

I, \_\_\_\_\_ (parent name & surname)

acknowledge that I have read and agree to HLA’s Terms & Conditions.

Date: \_\_\_\_\_

**SECTION C: COSTS APPLICABLE ENROLLMENT WITH OUR PARTNER SCHOOL HOMELIFE ACADEMY**

The transaction cost is dependent on the exchange rate and is calculated on the day the invoice is issued to you.

*All fees updated as of 1 June 2023*

<b>ANNUAL ENROLLMENT OR RE-ENROLLMENT</b>	
Make sure to discuss applicable calendar and date of enrollment with us during consultation as in certain instances double enrollment fees will be charged.	
	Per family
New family enrollment/first enrollment through Diversio Academy	\$200
Re-enrollment through Diversio Academy	\$180

<b>TRANSCRIPTING &amp; TRANSFER FEES</b>	
Students can transfer from any school or homeschool situation. The fee allows transfer of grades for up to three years, mostly applied to high school years, but on request can be applied to primary school years.	
<ul style="list-style-type: none"> <li>• Previous public and private school grades (Gr 9-11) must be provided, a clear copy of previous report card(s) must be attached to this document.</li> <li>• Previous homeschool grades for high school must be completed in the Transfer Record Form in the Appendix.</li> </ul>	
	Per student
Transcripting & Transfer Fees for up to 3 school years	\$125

<b>SENIOR (GR 12 ONLY) FEES</b>	
Senior fee covers your preliminary and final transcript review for graduation, a final transcript, and your diplomas (cover not included), coordination of shipping, and recommendation letters.	
	Per student
Re-enrolling Diversio Academy student	\$75
Newly enrolled Gr 12 student	\$125

<b>CURRICULUM FEES:</b>	
No curriculum is provided, allowing families to choose free or paid resources according to their needs and goals or allocating funds towards extra-mural activities or courses. Diversio Academy has an extensive list of curricula that families can review included in the Diversio Guidebook. For specific student curriculum suggestions according to graduation outcome or learning style, we recommend our Diversio Academy value-added Planning Service.	

**OTHER FEES:**

Various other services/documents are available on request, please email Diversio Academy with your specific request as per the table below.

OTHER FEES APPLICABLE ON REQUEST	
	Fee
Adding a student to an existing HLA family account during same academic year (applicable when you enrolled one or two children and decide to add younger children to the family account)	\$75/student
Moving a family to a different calendar year after enrollment	\$100/family
Late re-enrollment fee per family (after annual re-enrollment 1 Dec for ALPHA/SA calendar families or 1 Jul for US calendar families)	\$35/family
Apostille/Legalization of documents. \$75 for the first 2 pages and \$15 per additional page in the request	\$75+
Attestation / Authentication of documents (for countries not part of the Hague Convention)	\$150+
Duplicate/Replacement High School Diploma	\$25+
Certificate of completion (Gr K-11)	\$15/document
Revised transcript review	\$15
Padded HLA document cover (for Senior Diploma)	\$25
Rush fee to process documents in 3 days	\$25
Shipping of documentation/transcripts & diplomas after graduation	TBC

I, \_\_\_\_\_(parent name & surname)

acknowledge that I have read and agree to HLA’s Fees.

Date: \_\_\_\_\_



## SECTION D: DIVERSIO ACADEMY VALUE ADDED SERVICES

We provide extra services to assist you with your educational journey. Maybe you need a plan but do not know where to start. Or need to plan your child’s high school path according to specific goals, whatever the need, reach out.

### INDIVIDUAL FAMILY EDUCATIONAL CONSULTATIONS

This service must be booked online from our website <https://diversioacademy.com/> Take note that these services are all pre-paid, on booking you will receive a confirmation of booking email with the various options to make payment. Follow the instructions in the email and keep the email safe until your consultation because it contains the Zoom conferencing details. Make sure to check your junk/spam folder if you do not receive the email within 10 minutes of booking a consultation.

CONSULTATION OPTION	RATE
<p>a) <b>GENERAL CONSULTATION: (1 Hr Zoom)</b></p> <p>Provide general information about the diploma path from grades K-12 and is a quick Q &amp; A method to get you going.</p>	R 350
<p><i>Choose option A if you don't know how the diploma path works, or don't feel equipped to apply what you know to enroll, or if the student is age 13 &amp; below or a year left before starting high school.</i></p>	

<p>b) <b>GENERAL CONSULTATION WITH PRE-PLANNING Q &amp; A: (1.5 Hr Zoom)</b></p> <p>Provide general information about the diploma path from grades K-12. Discuss educational planning needs specific to a student, ask questions about subjects and curricula, and any learning barriers. Also talk about credits, goals towards tertiary studies or career options for grade 8+.</p>	R 500
<p><i>Choose option B when you don't know how the diploma path works, or don't feel equipped to apply what you know to enroll, or when your student is about to start/already in high school and you need clarification on subjects, credits &amp; curricula.</i></p>	

<p>c) <b>PLANNING CONSULTATION: (1 Hr Zoom)</b></p> <p>Provide counseling so that the parent can design/update an Individual Educational Plan for a student on the American High School Diploma Path, or recommendations for students with special needs. Parents need to take their own notes during the meeting no additional planning feedback is provided. This consultation is good for existing families reviewing their educational plan on a yearly basis.</p>	R 400
<p><i>Choose option C when you know how the diploma path works, but don't feel equipped to apply what you know to enroll, because you need to check/clarify subjects, credits &amp; curricula for a student in grades 8-12 before you finalize the educational plan yourself.</i></p>	

### PLANNING SERVICES

Planning an educational path with clear goals in mind make the journey less stressful, you can adjust according to a student and review the plan each year. Options for new families starting out or families who have been with us for a while, as well as families with younger children below 8th Grade.

### NEW STUDENT PLANNING FOR SUCCESS

This service is additional to completing a Pre-Planning/Planning Consultation. To plan for a successful high school path, we have the solution you need: an in-depth questionnaire including placement options for English and Mathematics. We consider prior studies, possible credit, future goals, tertiary options, passions and interests and develop a Big Picture Plan. This plan assists in correct progression of courses, subject choices and sets the student up for a successful path to graduation.

#### EDUCATIONAL PLANNING WITH FEEDBACK TO DISCUSS THE BPP:

NO prior consultation is needed BUT you must complete the Educational Planning request through the following link. <https://forms.gle/jzqYZ1T6UDSnc25w8>  
Based on the information you have provided; we'll develop a provisional High School Graduation Plan with **The Big Picture Plan (BPP)**. Included will be:

- \* An Individual Graduation Plan for a Gr 9-12 student.
- \* Subject choices to consider based on your individual student's tertiary or career goals with credit correlations.
- \* A selection of potential resources per subject area, based on your preferences.
- \* 1-hour Zoom consultation OR 6-months unlimited WhatsApp feedback to address the plan and other questions.
- \* A maximum of 24 subjects/credits included, additional subjects/credits billed with BPP: 1-2 additional R200, 3-4 additional R350, 5-6 additional R600, more than 6 additional subjects/credit options R 900.
- \* If you want both feedback options an additional fee of R350 will be billed with the BPP if both can be provided at the time. Generally, this is possible when the BPP is done between January -June.

R 1 100

*Choose this option when you don't feel equipped to apply what you know to finalize the educational plan yourself, or when there is no availability for a option C Consultation and you are unsure if Consultation with no feedback will be sufficient or when you need documented planning with discussion of the proposed plan after you had time to look at the proposal.*

### EXISTING STUDENT EDUCATIONAL PLANNING ASSISTANCE

This service is additional to completing a Pre-Planning or Planning Consultation. If you enrolled without choosing Educational Planning with Feedback, and booked a Pre-Planning or Planning Consultation but need Big Picture Planning choose this as a add-on service later in the year.

#### ONLY FOR EXISTING FAMILIES

#### FEE

#### BIG PICTURE PLANNING:

Planning a high school path (1-4 years) and educational plan that includes subject choices, curriculum options and credit correlations per student for 6 subjects

R 750

#### ELECTIVE SUBJECT AD-ON: (ONLY FOR EXISTING FAMILIES)

Adding additional elective subject options tailored to a student's specific needs

R 250/  
subject

### K-8 STUDENT EDUCATIONAL PLANNING ASSISTANCE

This service is additional to completing a Pre-Planning or Planning Consultation. This planning option is for families with kids in grades K-8

FOR NEW & EXISTING FAMILIES	FEE
<p><b>GREAT FOUNDATIONS PLANNING:</b>                      Planning early elementary (SA Foundation R-3) and elementary years (SA Intermediate Gr 4-5) provide an educational plan that can include subject choices and curriculum options for both phases or per phase per student. The early elementary years should be spent on Language and Arithmetic aquisition.</p>	R 550
<p><b>THE STRONG MIDDLE PLAN:</b>                      Specifically aimed at students is Gr 5-8 who will transition into the High School Diploma from typically Gr 9. Ensuring readiness and mastery of foundational knowledge allows for a smooth transition after the middle school years, this plan is per student.</p>	R 650

### GROUP SERVICES

The following consultations, seminars or group hubs are available upon confirmation. If you are part of a learning center, micro-school or co-op and want to introduce the AHS Diploma as an alternative matric option to parents, you can send us an email and provide detail of your group needs.

If you have a group of families who wants to attend a group hub session on applying the diploma route from K-8 in preparation for high school choose option C. Option C is also a good choice for a group of families with children already in high school who are exploring matriculation options. Send us an email with details specific to the group's need.

### EDUCATIONAL GROUP HUBS/MICRO-SCHOOL CONSULTATIONS

	Per HR
<p><b>a) GENERAL MICRO-SCHOOL/LEARNING CENTRE CONSULTATION:</b>                       Provide general information about the diploma path from grades K-12 and is a quick Q &amp; A method that will answer preliminary questions to how the diploma can be applied to your group. This service must be booked by email, providing detail of your group needs. (<a href="mailto:admin@diversioacademy.com">admin@diversioacademy.com</a>)</p>	R 550
<p><b>b) PROVISIONAL MICRO-SCHOOL/LEARNING CENTRE IMPLEMENTATION CONSULTATION:</b>                       Pre-planning include potential resources &amp; subject choices with 1-hour feedback Zoom/in-person meeting to discuss the provisional implementation of the American High School Diploma path for a group of families. This service must be booked by email, providing detail of your group needs. (<a href="mailto:admin@diversioacademy.com">admin@diversioacademy.com</a>)</p>	R 1 100
<p><b>c) GROUP HUB/GROUP SEMINAR:</b>                       Arrange a virtual training hub or a seminar with a few other parents in your area. Additionally, small group training can be accommodated in Darling, WC or by arrangement in your area. The cost is dependent on traveling distance and the number of attendees. Contact us to request this service <a href="mailto:admin@diversioacademy.com">admin@diversioacademy.com</a></p>	TBC

### APPLECORE RECORD-KEEPING ASSISTANCE

The Applecore Record Management System of our partner Homelife Academy, is easily managed by parents. However, if you need help to input your student's Educational Plan, Grades, Portfolio or Attendance we will assist you. **We automatically add the Recording of a student's annual Educational Plan service to all new family accounts, this will afford them the time to get use to the Applecore system if they wish to do the rest of the record-keeping.**

	ANNUAL FEE
a) Recording of annual Educational Plan into Applecore per student (Completed form IEP004 must be included when requesting this service)	R 230
b) Recording of Grades into Applecore (2 semesters per student)	R 250
c) Recording of Portfolio into Applecore (2 semesters per student)	R 240
d) Recording of Attendance into Applecore (2 semesters per student)	R 40

### TRANSCRIPT REVIEW

The review of a transcript is essential to ensure the student meets the required credits, our partner HLA transcript reviews do fulfill this function for students in Gr 10-12. Internal Diversio Transcript reviews ensure for complete Gr 9-12 overview with a focus on the student's post high school goals and address any feedback from previous HLA transcript reviews.

<p>Transcript Reviews includes:</p> <ul style="list-style-type: none"> <li>• Changes to a student's Educational Plan, course names, resource description, portfolio descriptors, or attendance.</li> <li>• Review of HLA Transcript Reviews for Gr 9-12 to ensure all corrections have been made as per HLA recommendation &amp; to ensure that courses indicates correct progression through Gr 9-12.</li> <li>• Request corrections of previous transcripts through to HLA.</li> <li>• Finalization of a senior's transcript to ensure graduation.</li> </ul>	<p>R 150/Gr 9 R 200/Gr 10 R 250/Gr 11 R 300/Gr 12</p>
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### COMPREHENSIVE RECORDS ASSISTANCE

It is recommended that parents keep records for students in high school. The records should at least include course descriptions, course assignment grades and assessments in a portfolio for grades 9-12.

	FEE
a) Comprehensive Records Template includes a template to assist parents with course descriptions and grade tracking in a single document	R 850
b) Comprehensive Records Packet includes complete course descriptions, grade tracking & course weighting sheets and attendance tracking in a single document, planned according to the student's educational plan and curriculum for 6 subjects. Additional subjects must be requested per subject	R 1850/ 6 subjects R 300/ subject

## COURSE OFFERINGS

We are always trying to assist families by finding, designing or writing courses that fits the needs of our students. The following courses & course guides will soon be available. Join our social media channels to stay on top of changes & new services offered. Email us for more info [admin@diversioacademy.com](mailto:admin@diversioacademy.com).

	FEE
<b>MONEY SAVVY HUMANS PERSONAL FINANCE FOR THE AHSD</b> presented by Money Savvy. Gr 9-12 can join these financial literacy classes written for our South African economy, tax system, and Rand	R1750 (tbc with Money Savvy)
<b>WOODWORKING</b> Gr 9-12 0.5-1.0 Career Elective Course Guide with Student Journal, quizzes, tests & answer keys included	R 400
<b>EQUINE SCIENCE</b> Gr 9-12 1.0 credit science/elective Course Guide with Student Journal	R 600
<b>CUSTOM COURSE DESIGN:</b> Design of a course to a student's interest and against specific standards with a scope & sequence, resources, activities, and assessment methods.	Starting from R600/course
Planned courses include: <ul style="list-style-type: none"> <li>• <b>Career Exploration</b> Gr 9-12 0.5 elective credit</li> <li>• <b>Literature-based Afrikaans</b> Gr 8-12 1.0 foreign language elective credit per year</li> <li>• <b>Literature-based South African History in Afrikaans/English</b> Gr 9-12 1.0 social studies or elective credit, up to 2 elective credits earned for foreign language if the Afrikaans course is used and 1.0 credit for Social Studies.</li> <li>• <b>Conceptual Chemistry</b> Gr 9-12 1.0 Physical science credit with/without labs</li> <li>• <b>Cultural World Geography</b> Gr 9-12 World Geography through Missions is a 1.0 social studies credit with possible extensions into World History, and World Literature suited from Gr 10+.</li> </ul>	

### SERVICES WE NEED

Complete the services you will need for your family/group in the table below. Where planning is indicated please clearly show the amount of students each service will be needed for.

	FEE	# of Students
<b>CONSULTATION OPTION:</b> complete only to indicate for our records, you will book and pay these options online. <input type="checkbox"/> General Consultation <input type="checkbox"/> General Consultation with Pre-planning Q & A <input type="checkbox"/> Planning Consultation	R350	
	R500	
	R400	
<b>PLANNING OPTION:</b> complete only to indicate for our records, you will book and pay these through the links provided in the form. <input type="checkbox"/> New Student Planning for Success <input type="checkbox"/> Existing Student Educational Planning <input type="checkbox"/> K-8 Educational Planning: Great Foundations <input type="checkbox"/> K-8 Educational Planning: Strong Middle	R 1100	
	R750	
	R550	
	R650	
<b>GROUP HUBS/MICRO-SCHOOL CONSULTATION</b> complete only to indicate for our records, you will book and pay these through the links provided in the form. <input type="checkbox"/> General Micro-school/learning center Consultation <input type="checkbox"/> Micro-school/learning centre implementation consultation <input type="checkbox"/> Group Hub/Group Seminar	R550	
	R1100	
	TBC	
<b>APPLECORE RECORD-KEEPING ASSISTANCE:</b> indicate each service per student <input type="checkbox"/> Recording of annual Educational Plan <input type="checkbox"/> Recording of Grades (2 semesters/student) <input type="checkbox"/> Recording of Portfolio (2 semester/student) <input type="checkbox"/> Recording of Attendance (2 semesters/student)	R230	
	R250	
	R240	
	R40	
<b>TRANSCRIPT REVIEW:</b> indicate each service as needed per student <input type="checkbox"/> Gr 9 Transcript review <input type="checkbox"/> Gr 10 Transcript review <input type="checkbox"/> Gr 11 Transcript review <input type="checkbox"/> Gr 12 Transcript review	R150	
	R200	
	R250	
	R300	
<b>COMPREHENSIVE RECORDS ASSISTANCE:</b> indicate each service as needed per student <input type="checkbox"/> Comprehensive Records Template <input type="checkbox"/> Comprehensive Records Packet	R850	
	R1850	

I, \_\_\_\_\_ (parent name & surname)

understand that the services offered by Diversio Academy are optional, but herewith request the services as indicated above for the 202\_\_ academic year.

Date: \_\_\_\_\_

## SECTION E: ACADEMIC CALENDAR OPTIONS

### ACADEMIC CALENDAR OPTIONS

Take note of the following two available calendar options and indicate the best choice that will suit your family. Please make very sure of your choice of calendar, as the process of changing it at a later stage will incur a fee.

#### OPTION 1: ALPHA/SOUTH AFRICAN ACADEMIC CALENDAR FAMILIES

For families who want to follow the South African Academic calendar (Jan-Dec). The following HLA deadlines apply. Consult the Diversio Academy Guidebook Chapter 5 for more detail on calendar and scheduling options.

	DATES	ALPHA CALENDAR ACTIVITY
Indicate by ticking the box above	JAN, FEB or MAR	School year begins, Spring semester begins 1 Jan (as per Applecore)
	JAN 15	Re-enrollment closes, late fees apply
	MAR 15	Last day to graduate for previous year seniors
	JUN 15	Spring Term Reporting Deadline (Grades & Attendance)
	JUN 16	Summer Term begins (as per Applecore)
	JUL - AUG	Fall semester begins (according to the family schedule)
	SEP 15	Summer Term Reporting Deadline (Grades & Attendance)
	OCT 1	Last day to enroll for current school year
	OCT 15	Earliest release of Transcripts/ graduation date for seniors in current school year
	NOV or DEC	Year ends & Fall Term Reporting Deadline (Grades & Attendance)
	DEC 1-10	Enrollment & re-enrollment week for upcoming school year
	DEC 10 - JAN 10	Diversio Academy Offices CLOSED

#### OPTION 2: US STANDARD academic calendar families

Families who want to follow the US academic calendar (July-June) should take note of the following HLA deadlines. Consult the Diversio Academy Guidebook Chapter 5 for more detail on calendar and scheduling options.

	DATES	US CALENDAR ACTIVITY
Indicate by ticking the box above	JUL, AUG or SEPT	School year begins, Fall semester begins 1 Jul (as per Applecore)
	JUL 1	Enrollment & Re-enrollment for upcoming school year
	AUG 1	Fall semester officially start
	AUG 15	Re-enrollment closes, late fees apply
	SEPT 15	Last day to graduate for previous year seniors
	SEPT 15	Summer semester Reporting deadline (Grades & Attendance)
	JAN 1	Spring semester Begins (as per Applecore)
	JAN 15	Fall semester Reporting Deadline (Grades & Attendance)
	APR 15	Earliest release of Transcripts/ graduation date for seniors in current school year
	MAY 1	Last day to enroll for the current school year
	MAY or JUNE	School year ends
	JUN 15	Spring Semester/Final Reporting Deadline (Grades & Attendance)
	JUN 16	Summer semester begins (as per Applecore allow 60 days)

**SECTION F: COMPLETE THE FOLLOWING INFORMATION AS INDICATED PER FAMILY**

All of the applicable information must be completed before registration can take place.

FAMILY INFORMATION						
Father's First Name						
Father's Surname						
Father's Category	Father	Step-Father	Uncle	Grandfather	Guardian	Deceased
Mother's First Name						
Mother's Surname						
Mother's Category	Mother	Step-Mother	Aunt	Grandmother	Guardian	Deceased
Physical Address						
City						
State/Province						
Country						
Postal/Street Code						
Contact Numbers	Primary:			Secondary:		
E-mail Addresses	Billing:			All admin:		

**SECTION G: ALL STUDENT INFORMATION**

Complete the following for all students enrolling with HLA in a family. Suppose a diagnosis exists for a learning disability, it is advised to keep medical records up to date and valid for at least two years. No documents regarding a diagnosis need to be attached.

ENROLLING STUDENT INFORMATION			
	STUDENT 1	STUDENT 2	STUDENT 3
Student Full Names (as per ID/birth certificate)			
Student Surname			
Student Gender	M / F	M / F	M / F
Birthdate dd/mm/yyyy			
Current Grade/level			
Current HLA student	Y / N	Y / N	Y / N
Learning Disabilities	Y / N	Y / N	Y / N
Specify diagnosis			





## **SECTION H: HIGH SCHOOL STUDENTS TRANSFERRING TO HLA from HOME or a SCHOOL**

This section only applies to students who have completed high school coursework as either a homeschooler or previously attended a registered school from Gr 9 - 11.

- Note that a TRANSCRIPTING fee of \$125 will apply to previously homeschooled students and students transferring from a private or public school.

Checklist items to include:

- 1) If the student has never been homeschooled, previous public, private, or registered online school report cards MUST accompany the enrollment form.

Or

- 2) If the student was already a homeschooler, you MUST complete EN-T002 and provide:
  - A percentage grade for each subject, use the Diversio-HLA letter grade scale provided,
  - Full and complete description of resources used for all subjects even practical work
  - Proposed credit - use these guidelines to determine if coursework can be credit worthy:
    - The student completed a curriculum textbook/online course as indicated for a full year course = 1 credit
    - The student completed a curriculum textbook/online course indicated for a half year course = 0.5 credit
    - The student completed practical coursework and projects from various resources over the period of 9-12 months/150-180 hours = 1 credit
    - The student completed practical coursework and projects from various resources over the period of 4-6 months/75-90 hours = 0.5 credit
    - The student completed a physical activit(PE)/sport over the period of 9-12 months/150-180 hours = 1 PE credit
    - The student completed a physical activity(PE)/sport over the period of 4-6 months/75-90 hours = 0.5 PE credit
    - The student completed a First Aid Level 1 course during Gr 9-11 that is still valid = 0.25 Health/wellness credit
    - The student completed both First Aid Level 1 & 2 courses during Gr 9-11 that is still valid = 0.5 Health/wellness credit
    - IF YOU ARE UNSURE PLEASE PROVIDE COMPLETE DESCRIPTIONS OF ALL ACTIVITIES/ COURSEWORK/NAMES OF COURSES, CURRICULUM, TEXTBOOKS, OR RESOURCES AND TIME TAKEN TO COMPLETE.



<b>STUDENT:</b>
<b>PARENTS:</b>
<b>GRADE 8-11 YEARS:</b>

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**TRANSFER RECORD (EN-T002)**  
**JNR HIGH - HIGH SCHOOL**

Use the Letter Grade Scale provided to indicate the letter grade received for all completed high school coursework

LETTER GRADE SCALE		
A+	98.00	100.00
A	93.00	97.99
A-	90.00	92.99
B+	88.00	89.99
B	83.00	87.99
B-	80.00	82.99
C+	78.00	79.99
C	73.00	77.99
C-	70.00	72.99
D+	68.00	69.99
D	63.00	67.99
D-	60.00	62.99
F	0.00	59.99

**COMMENTS:**

THIS FORM IS ONLY FOR STUDENTS PREVIOUSLY HOMESCHOOLED

EARLY HIGH SCHOOL CREDIT IN GRADE 8 MEANS THE SUBJECT WAS COMPLETED AT THE HIGH SCHOOL LEVEL.

In General Gr 8, CAPS subjects are NOT considered for High School Credit.

**TAKE NOTE:**

- ✓ HLA will consider the transfer of three high school credits taken during Grade 8 to the High School Transcript.
- ✓ Complete the highlighted sections in English. Any Afrikaans resources in *Italics*.
- ✓ 1 credit = 150 hours / a completed yearlong Gr 9+ resource
- ✓ 0.5 credit = 75hrs / a semester Gr9 + course.

	GRADE 8		YEAR:		GRADE 9		YEAR:	
SUBJECT AREA	Subject Name	Resources	Grade %	Credit	Subject Name	Resources	Grade %	Credit
ENGLISH								
MATHEMATICS								
SCIENCE								
SOCIAL SCIENCES								
SECOND/FOREIGN LANGUAGE								
REQUIRED PHYSICAL EDUCATION								
REQUIRED HEALTH								
REQUIRED PERSONAL FINANCE								
GENERAL ELECTIVES								
GENERAL ELECTIVES								
GENERAL ELECTIVES								

	GRADE 10		YEAR:		GRADE 11		YEAR:	
SUBJECT AREA	Subject Name	Resources	Grade %	Credit	Subject Name	Resources	Grade %	Credit
ENGLISH								
MATHEMATICS								
SCIENCE								
SOCIAL SCIENCES								
SECOND/FOREIGN LANGUAGE								
REQUIRED PHYSICAL EDUCATION								
REQUIRED HEALTH								
REQUIRED PERSONAL FINANCE								
GENERAL ELECTIVES								
GENERAL ELECTIVES								
GENERAL ELECTIVES								