



Christian Life Academy Home Educated Program
Registration Packet K-12

During the 2015-16 school year, Christian Life Academy will be offering classes to home educated families on a per class fee for K-12 school age programs. The home educated family would be responsible for the total amount of class, book, and supply fees up front at the beginning of the enrollment into CLA. Payment plans and financial aid will not be available for this program.

Home educated families will be held to the same conduct of behavior, technology usage agreement, and lifestyle policy of full-time enrolled CLA families. Due to the nature of our schedule at CLA, we will not be able to accommodate schedule changes in our classrooms for home educated student schedules, traveling, etc. Students who wish to participate in this home educated family outreach will be required to maintain regular attendance at CLA instructional times, complete teacher assignments, complete in class assessments, and parent teacher conferences, etc. Christian Life Academy will be unable to grant a grade or high school credits to students who do not complete the coursework in the program.

Christian Life Academy will not be able to accept students that are enrolled into a chartered online school such as Ohio Virtual Academy, ECOT, VCS, etc. These schools are chartered online public schools, and although being completed in the home environment, are not classified as home education (it is not lawful to be dually enrolled in public school and home education or private school at the same time). Christian Life Academy is unable to count home education outreach students as part of the regular enrollment at CLA.

Christian Life Academy will be unable to offer afterschool daycare services to home educated program students.

Admittance of all regularly enrolled and home education students to programs at Christian Life Academy is at the discretion of the school administrator and school board.

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Home Educated Student Program

Kindergarten- Grade 8 Home Educated Per Course Fees

Registration Fee: **\$100.00**

Core Courses: Daily Classes, \$500 per class, plus book and supply fee

Language Arts: Reading/ Phonics, Spelling, Language/ Grammar (Book & Supply Fee \$150)

Mathematics (Book & Supply Fee \$100)

Science / Social Studies (Book & Supply Fee \$100)

Bible (daily classes) (Book & Supply Fee \$0)

Special Classes: One Day Per Week , \$100 per class, plus book and supply fee

Art (Book & Supply Fee \$100)

Music (Book & Supply Fee \$50)

Physical Education (Book & Supply Fee \$50)

Testing and Assessment Services:

Standardized Achievement Testing Services K-12

Christian Life Academy offers national norm testing for home educated students beginning in the 2015-16 school year. The school may choose to test the student privately or within a group of children the same age. The family will be responsible for the cost of the testing administration, scoring, and reporting. Christian Life Academy uses the Stanford 10 Achievement Series for grades K-12. Generally, the testing takes approximately 1 full week to complete. Testing will be at Christian Life Academy at a time established by the school and home educated family. Student scoring reports are returned to CLA within 6 weeks , and will be sent to parents.

Payment for testing services is due prior to the student being tested at CLA.

Test Administration, Scoring, and Formal Parent Reports **\$500.00**

Student Portfolio Work Sample Assessment Services K-12

Christian Life Academy offers assessments of student portfolio work samples for home educated families beginning in the 2015-16 school year. Portfolios will be reviewed and assessed by a licensed Ohio teacher from the Christian Life Academy staff. Written assessment reports will be provided to the families in the form of written feedback. Payment for portfolio assessments is due prior to the student's work being assessed by CLA.

Student Portfolio Work Sample Assessment Services K-12 **\$200.00**

High School, Grades 9-12 Home Educated Per Course Fee

Registration Fee: \$100.00

Core Courses: Daily Classes, \$500 per class, plus book and supply fee

Language Arts: Literature, Language/ Grammar (Book & Supply Fee \$150)

Mathematics (Book & Supply Fee \$100)

Science (Book & Supply Fee \$100)

Social Studies / History (Book & Supply Fee \$100)

Bible (daily classes) (Book & Supply Fee \$0)

Special Classes: One Day Per Week , \$100 per class, plus book and supply fee

High School Electives by Request Only : Foreign Language, Home Economics, Physical Education, Fine Arts (Book & Supply Fees will vary by course)

Testing and Assessment Services:

Standardized Achievement Testing Services K-12

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Application for Enrollment to Christian Life Academy

Statement of Nondiscriminatory Policy as to Students: "Christian Life Academy does not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, financial aid assistance, or school-related programs. Christian Life Academy reserves the right to select or to deny students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, not limited to, but including, a willingness to cooperate with administration and to abide by school policies of conduct and behavior.

The school is intended to be a non-public charter school option available to students seeking placement in preschool-grade 12 education. The role of Christian Life Academy is to educate students for spiritual and academic growth, equipping them to be successful members of their communities."

I / We _____ (signature of the parent or legal guardian) have made application for enrollment, to the school operated by Christian Life Academy, a ministry of Good Shepherd Wesleyan Church for the following student:

Student Current Information Form

Name: _____
(Last) (First) (Middle)

Address: _____

Home Phone: _____ Cell Phone: _____

Age: _____ Birthdate: _____ Grade : _____

Last School attended (if applicable): _____

Student Residence Is With:

Both parents Shared Parenting Mother only Father only Legal Guardian

- *It is the responsibility of parents with students who have special circumstances (such as shared parenting plans, special visitation situations, etc.) to provide CLA with a copy of any court ordered papers as well as a current schedule of who will be picking up student each day.*

Family Current Information Form

Father's Name: _____
(Last) (First) (Middle)

Employment: _____ **Position:** _____

Work Phone: _____ **Cell Phone:** _____

Email Address: _____

Parent's Education Level: _____

Mother's Name: _____
(Last) (First) (Middle)

Employment: _____ **Position:** _____

Work Phone: _____ **Cell Phone:** _____

Email Address: _____

Parent's Education Level: _____

Religious Information:

Does your family attend church? Yes _____ No _____ Sometimes _____

Have parents / guardians made a profession of faith in Christ? _____

Has child made a profession of faith in Christ? _____

Church Attended: _____

Address: _____

Pastor: _____ **Phone:** _____

Denominational Preference or affiliation: _____

Emergency Contact & Medical Information:

In the case of illness or early dismissal due to inclement weather, please list the name and contact information of a person that we may contact if we cannot reach either parent / guardian.

Contact #1: _____ **Relationship:** _____

Phone #: _____ **Email:** _____

Contact #2: _____ **Relationship:** _____

Phone #: _____ **Email:** _____

Name of Child's Physician: _____ **Phone #:** _____

Name of Child's Dentist: _____ **Phone #:** _____

Health Record
(to be completed by parent / guardian)

1. *List all allergies and any special precautions and treatment indicated for these allergies (Foods, medications, or environmental allergies):*

2. *List any medications: food supplements, modified diets, or fluoride supplements currently being administered to the child:*

3. *List any chronic physical problems and any history of hospitalization:*

4. *List any diseases the child has had:*

Emergency Medical Consent for Treatment:

In the event reasonable attempts to contact the parent at _____ (phone #) or _____ (phone #) have been unsuccessful, I hereby DO give my consent for : (1) the administration of any treatment deemed necessary by Dr. _____ (preferred physician), or, in the event the designated practitioner is not available, by another licensed physician or dentist ; and (2) the transfer of the child _____ to _____ (preferred hospital) or any hospital reasonably accessible.

This authorization does NOT cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery are obtained before surgery is performed.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:

Date

Signature of Parent

Refusal to Consent for Treatment

Do NOT fill this out if you filled out the Authorization for Treatment

I DO NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring medical treatment, I wish the school authorities to take NO action OR to follow my instructions below:

Date

Signature of Parent

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Physical Form and Immunization Record (to be completed by child's pediatrician)

All children entering preschool and kindergarten are required to have a completed physical form upon admission to Christian Life Academy. Newly enrolling school age students in grades 1-12 are required to submit a physical form upon enrollment into Christian Life Academy.

Date of Exam: _____

Child's Name: _____ D.O.B.: _____

Weight: _____ Height: _____ Pulse: _____

Respiration: _____ Blood Pressure: _____

Head _____ Lungs _____ Eyes _____

Heart _____ Mouth _____ Abdomen _____

Teeth _____ E-N-T _____ Skin _____

Neck _____ Nodes _____ Chest _____

Muscular Skeletal _____

Medications child is currently taking:

REQUIRED IMMUNIAZTIONS (enter month, day, and year)

DTP, DTAP, or DT _____

OPV / IPV _____

HIB _____

MMR _____

HEB B _____

Varicella _____

Tdap _____

Note regarding immunizations: Ohio Department of Education requires that ALL children be up to date on their immunizations prior to entrance to preschool or school age programs (K-12). Families that have chosen against having their child receive certain immunizations for personal or religious reasons, must submit a formal statement to the school office with detailing the reasons for this decision. A letter from the child's physician is also required.

Examiner Statement :

This child has had the immunizations required by the Ohio Revised code for admission to school or is exempted from these requirements for medical reasons. Based upon medical history and physical condition at the time of this examination, this child is free from apparent communicable disease and is in suitable condition to attend school.

Signature of Examiner & Date: _____

Comments or Recommendations: _____

Permission to Pick Up Child List

Please list below anyone that has permission to pick up your child from preschool, school, daycare programs, or after school programs. Anyone that is NOT listed on this form will NOT be permitted to leave Christian Life Academy with your child. You can add names to this form by sending in a note to your child's teacher or by calling the school office and giving a verbal consent.

Student's Name: _____

Class / Grade: _____

Name of Parents: _____

I / we give the person (s) listed below permission to pick up my child from Christian Life Academy preschool, daycare, school, or afterschool programs. I understand that anyone who is NOT listed on this form will NOT be permitted to pick up my child from Christian Life Academy.

	<i>Name</i>	<i>Relationship</i>	<i>Phone Number</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Parent Signature and Date: _____

- *This form must be submitted to the school office prior to the first day of school.*

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Christian Life Academy Photo/ Video Release Consent Form

(parent / guardian signature required)

Photos and videotape footage of Christian Life Academy students involved in various school-related activities are often used as part of the school's community relations program. Photographs/videotape/schoolwork may be used in school publications, video productions, newspapers, CD-ROM, television, on Christian Life Academy social media outlets, and on the school's web page.

Please sign and return the form below granting or denying permission for photo/video reproduction by Christian Life Academy. If you have any questions, please contact Melissa Boggs, Administrator of Christian Life Academy at 740-286-1234. This form will be kept in your child's school records.

Photo/Video Release Form

___ Permission is granted for photo/video reproduction of my child to be used in Christian Life Academy publications, in the news media, on Christian Life Academy social media outlets, or on the school website.

___ I do not grant permission for Christian Life Academy to reproduce my child's likeness in any form.

Child's Name _____ Grade _____

Parent/Guardian Signature: _____

Date _____

Student/Parent/Guardian Conduct of Behavior Contract

(student & parent / guardian signature required)

Students / Parents / Guardians are expected to conduct themselves with modesty and decorum at all times while on the campus of Good Shepherd Wesleyan Church and Christian Life Academy as well as while part of CLA outings, field trips, programs, and community events. Those who are not conducting themselves in an appropriate manner will be asked to leave the school premises, face suspension from Christian Life Academy, or be expelled from Christian Life Academy.

Behavior that is unacceptable includes:

- Cursing and / or taking the name of the Lord in vain
- Sexually explicit or inappropriate language
- Threats towards students, staff, or other parents
- Continual disrespect towards administration and staff members
- Destroying school/church property or the property of others
- Stealing
- Fighting and / or striking students or staff or other parents
- The use of tobacco, controlled substances, illegal drugs, or alcohol on school property
- Possession of weapons on school premises (knives, guns, etc.)
- Failure to adhere to school dress code
- Homosexual, transgender, or sexually promiscuous behavior

Student Signature & Date

Parent Signature & Date

Christian Life Academy Lifestyle Statement

(student and parent / guardian signature required):

Christian Life Academy believes that our total life is to bring praise and honor to our Lord Jesus Christ. This statement is the general guide for lifestyle concerns for the entire Christian Life Academy Community.

1. We believe that the Word of God is the inerrant revelation for Christian faith and personal behavior. In response to Divine truth, certain practices are forbidden by Scripture and others require restraint and control to avoid offense and harm to the Body. The Lordship of Christ in the life of the believer is the guiding principle for the Christian Life Academy Community.
2. Membership in a community carries the responsibility of setting aside certain personal rights for the good of the community. This is both a demanding and privileged responsibility to "love the Lord with all your heart and your neighbor as yourself", allowing this concept to govern actions toward others. This unselfish, Christ-like love can be the motivation for lifestyle and certainly is the evidence of holiness.
3. The ideals of holy living require that members of the community practice discretion and restraint in the choice of entertainment, use of leisure time, and associations with others, socially and in organizations. (I Cor. 10:31)
4. Attitudes such as greed, jealousy, pride, lust, bitterness, covetousness, hostility, an unforgiving spirit, and prejudice based on race, sex, or socioeconomic status are condemned by scripture. Therefore the Christian Life Academy Community seeks to eliminate these attitudes as evidenced in speech and action and to see them replaced by Godly attitudes appropriate to the mature Christian. (Philippians 2: 5-7)
5. Christian Life Academy has chosen to adopt certain practices that contribute to an environment appropriate to its mission and goals. We are advised to occupy ourselves with virtuous pursuits. Right thinking about the noble things in life lead to godliness in thought, speech, and action. (Philippians 4:8)
6. Christian Life Academy defines marriage as the union of one man and one woman. (Romans 1:24-26)
7. Gender, likewise, matters. God wonderfully and immutably creates each person as male or female, and these distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27)

Student Signature & Date

Parent Signature & Date

Tuition Agreement Contract

(parent / guardian signature required):

Christian Life Academy is a private chartered non-public school funded through tuition payments. It is the responsibility of parents / guardians to maintain timely tuition payments to Christian Life Academy. Failure of families to meet financial obligations to Christian Life Academy will result in the removal of the student from the school and referral to a debt collection agency.

Financial Standing with Christian Life Academy;

A family must be in good financial standing with the school for the previous year(s) in order to attend school in the upcoming school year. Families with unpaid balances will not be admitted to Christian Life Academy until late balances are paid.

Tuition & Book / Supply Fee Payment Policies, Home Educated Program:

Tuition and book / supply fee payments for the home educated program are due up front, at the time of enrollment. Late fees of \$40 per month will be assessed for all late payments. Monthly tuition invoices will not be sent to parents.

Past Due Accounts:

On the date an account becomes 45 days past due, the student or students will be suspended from class until the account is brought current. Students may not take exams at the end of first or second semester, participate in field day, school sponsored trips, extra-curricular activities or programs, graduation, etc. until all tuition payments, and fees have been paid. Transcripts and student records will not be released until past due debt and contract obligations have been paid. All tuition, fees and fines owed must be paid before a student may receive grades or high school credits and before transcripts or records can be released.

Parent Financial Agreement Statement:

It is further understood and agreed by me that I/we waive presentment, demand, protest and notice of dishonor and hereby agree to remain bound for payment of this contract notwithstanding any extension or extensions of time payment of it, or any part of it made by agreement with any or more parties hereto, and agree to pay all expenses incurred.

I understand and agree I am financially responsible for tuition and fees for the entire school year, and that tuition and fees are due and payable as indicated on this contract. Should I remove my child(ren) from Christian Life Academy, regardless of the reason, I am still obligated to pay the remaining balance of tuition and fees, plus any costs of arbitration and/or collection.

Parent / Legal Guardian Signature & Date: _____

Christian Life Academy Technology Usage Policy

(requires parents & student signature)

Section I - Acceptable Use Policy

The intent of this policy is to ensure that ALL uses of the District's computer network are consistent with the District's mission statement, strategic plan and Christian Life Academy graduation criteria. Such access serves as a natural extension of the educational lessons learned within the classroom by:

- Providing access to educational resources and reference materials
- Reinforcing the specific subject matter taught
- Requiring the use of critical thinking skills
- Promoting tolerance for diverse views
- Teaching socially appropriate forms of civil discourse and expression

This policy does not attempt to define ALL required or prohibited behavior by users, but rather an operating framework for the user to follow. Each user **MUST** exercise good judgment and appropriate conduct. For purposes of this policy, the District's "computer network" includes all the District's computers and peripheral equipment (including, but not limited to, telephones and fax machines), the District's local and/or wide area network, and access to the Internet through District computers or the District's local and/or wide area network.

Section 2 - Opportunities and Risks of Computer Network Use

Christian Life Academy believes the value of information, interaction and benefits that access to the District's computers and the Internet offers far outweighs the potential hazards of its use, and that more would be lost by not providing its students, faculty and staff access to this technology and information.

An inherent risk of making these global network resources available is that some users might encounter sources that could be considered controversial or inappropriate. Because global information resources are transitory and uncontrolled, the school cannot predict or totally control what users may or may not locate. The District has chosen, on a "best effort" basis, to limit access only to educationally appropriate resources. This "best effort" basis would include, but not be limited to, the following:

- Staff supervision
- Security software
- User training

Christian Life Academy does not support or condone access to educationally inappropriate resources. Users **MUST** utilize good judgment when accessing global information resources and be wary of the integrity and content of the information resources, regardless of the source of the technology.

The District may provide students with a student e-mail account that can be accessed through any computer with Internet access. The District may review all files, including electronic communications, that are created on, stored on or sent to, from or via the computer network. The District reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District's computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

No use of the District's computer network is guaranteed to be error-free and totally dependable, therefore it cannot be held liable for any unforeseen difficulties that may arise. The District cannot be held accountable for information that is retrieved through the use of technology

Section 3 - User Conduct and Responsibilities

Guidelines for access to the District's computer network within this document apply to ALL students, administrators, faculty, staff and other employees of the District. These guidelines are not all-inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action. Disciplinary actions are consistent with District policies governing such behavior, such as its policy on student behavior and staff contacts.

The District's computer network is part of the educational curriculum and is not intended to be used as a public forum for general use. Access to the computer network is a privilege - not a right - and carries with it responsibilities. ALL users of the

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District's computer network are expected to abide by District policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them.

Users have the opportunity to access the District's computer network for **educational or professional purposes only**. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download and/or produce. It is necessary for users to evaluate the validity of the information they access via the District's computer network and acknowledge the source of information when appropriate.

ALL users of the District's computer network are representatives of Christian Life Academy and should act accordingly.

Guidelines for acceptable use include, but are not limited to, the items listed below.

Users will:

- Use appropriate language
- Avoid offensive or inflammatory dialogue
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain")
- Not reveal any personal information (i.e., address, phone number, etc.) for themselves or others
- Note that e-mail is not guaranteed to be private. People who operate the school information systems do have authorized access to e-mail; others may have access if authorization has been provided by appropriate school personnel.
- Use technology only for legal activities
- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity or unauthorized sharing of security measures and/or their account(s)
- Take responsibility for any technology-related activities that they borrow or are used under their account or password
- Maintain integrity of technological resources from viruses, physical abuse, potentially damaging messages, etc.
- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes
- Abide by any and all policies and procedures of networks, systems and information resources linked by and through school technology

Misuse of the District's computer network constitutes gross disobedience or misconduct and is unacceptable. Examples of this misuse are any that:

- Disrupt the proper and orderly operation and discipline of the school
- Threaten the integrity or efficient operation of the District's computer network
- Violate the rights of others
- Are socially inappropriate or inappropriate for a student's age or maturity level
- Are primarily intended as an immediate solicitation of funds
- Are illegal or for illegal purposes of any kind

Use of the District's computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Examples of District computer network misuse that will result in disciplinary action include, but are not limited to, the following:

- Using obscenities or inflammatory dialogue
- Taking any steps that threaten, or which may be reasonably interpreted to threaten, any person, group of persons, building or property with harm, regardless of whether the user intends to carry out such a threat
- Harassing other users
- Using another user's accounts
- Misrepresenting one's self as another user
- Violating the rights of others or their privacy and safety

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- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions
- Accessing District blocked Web sites, via codes or other improper routes
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling
- Vandalizing data, programs, networks or information resources
- Degrading or disrupting systems or equipment
- Damaging technology hardware or software - **Students will be held financially responsible for intentional damage**
- Spreading computer viruses
- Gaining unauthorized access to resources or entities
- Violating copyright laws or other intellectual property rights
- Using technology resources for illegal activities
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery
- Attempting to commit any action that would constitute an unacceptable use if accomplished successfully

Violations of these guidelines and/or District policy will be dealt with seriously. Consequences may include, but are not limited to, loss of access to the District's computer network. Users are subject to additional consequences as described in the District's policies and regulations. Illegal activities may also result in referral to law enforcement officials.

Section 4 - District Responsibilities and Confidentiality

The District reserves the right to monitor and log the use of its technology and computer network, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from District personnel as it relates to the use of the District's computer network. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files, by persons outside or from persons inside Lemont High School. Lemont High School reserves the right to deny individual users access to specific technology as a consequence of misuse.

Section 5 - Disciplinary Actions

Failure to comply with this policy and/or the regulations governing the use of the District's computer network will result in disciplinary action. Lemont High School reserves the right to deny individual users access to the District's computer network as a consequence of misuse.

Minimum action:

- Staff/user conference or reprimand

Additional actions as deemed appropriate:

- Staff/parent contact for student misuse
- Referral to administration for student discipline
- Loss of access to specific technology and/or designated areas for a minimum of three days to two weeks (Note: Multiple infractions may result in extended or permanent loss of technology privileges)
- Confiscation of inappropriate item(s)
- Restitution/restoration
- Administrative and/or Board of Education action, including suspension and expulsion.

Section 6 - Additional Rules and Actions

The Administrator reserves the right to establish additional rules and take appropriate actions to implement this policy

Student Signature & Date: _____

Parent Signature & Date: _____

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Registration Checklist:

Please review the registration checklist and verify that you have included all information, paperwork, and documents requested by Christian Life Academy. Please drop off registration packets to the school office or mail directly to the school

Required Documents Checklist: *In order to process your child's registration at Christian Life Academy the school office will need a copy of each of these documents to be placed in your child's student file. These records will be housed in a secure location in the school office.*

Registration Packet and Fee:

- Completed Registration Packet
- \$100.00 registration fee

Identification Records:

- birth certificate
- immunization record

Court Ordered Records (if applicable):

- adoption paperwork
- shared parenting paperwork including a copy of visitation schedule
- a photo and description of any individuals who are not permitted to pick up your child from school.

Educational Testing Results (if applicable):

- Individual Education Plan (IEP)
- Educational Service Plan
- Miscellaneous educational testing results (Jackson Counseling Services, Children's Hospital, etc.)