

*Pablo Academy Private School System, Inc.*  
P.O. Box 350009  
Jacksonville, FL 32235

**Parent/Teacher Application for School Year \_\_\_\_\_**

**FAMILY INFORMATION**

\_\_\_\_\_ (\_\_\_\_)\_\_\_\_-\_\_\_\_ (\_\_\_\_)\_\_\_\_-\_\_\_\_  
Father's Full Name Home Telephone Number Cell Telephone Number

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Occupation Place of Employment Education Completed

\_\_\_\_\_ (\_\_\_\_)\_\_\_\_-\_\_\_\_ (\_\_\_\_)\_\_\_\_-\_\_\_\_  
Mother's Full Name Home Telephone Number Cell Telephone Number

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Occupation Place of Employment Education Completed

\_\_\_\_\_  
Email Address

\_\_\_\_\_ (\_\_\_\_)\_\_\_\_-\_\_\_\_  
Church Name Pastor's Name Telephone Number

\_\_\_\_\_ \_\_\_\_\_  
Sponsor's Full Name Years Known

Please list all children applying to Pablo Academy:

Name	Date of Birth	Grade	Relationship of parent to child*
_____	___/___/___	_____	_____
_____	___/___/___	_____	_____
_____	___/___/___	_____	_____
_____	___/___/___	_____	_____
_____	___/___/___	_____	_____
_____	___/___/___	_____	_____

\*Parent-child relationships: Biological Parent, Legal Guardian (court appointed), Custodian of Children (not court appointed), Step Parent, No Legal Relationship

Are both parents of the above named children in agreement on the decision of a home-based instructional program?

YES NO

If NO, please explain the circumstances: \_\_\_\_\_

If you have other school age children living at home, please complete the following information:

**Name** **Date of Birth** **Grade** **School attending, if applicable**

_____	__/__/__	_____	_____
_____	__/__/__	_____	_____
_____	__/__/__	_____	_____

Is your spouse supportive of home education? YES NO

If NO, please explain the circumstances: \_\_\_\_\_

Have you previously home-schooled any of your children? YES NO

If so, how many years? \_\_\_\_\_

Did any of the students to be home educated experience problems in his/her former school? YES NO

If YES, please explain: \_\_\_\_\_

Do any of the children to be home educated have any handicap or disabilities? YES NO

If YES, please explain: \_\_\_\_\_

Have you ever been enrolled in a 623 or 617 home-based private school? If so, list the school name and years enrolled.

<b>Year</b>	<b>School name and address</b>	<b>Phone Number</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been registered with the Superintendent's Office under the Home Education Act? YES NO

Has anyone in your family ever been contacted by any authorities (i.e., Truant Officer, police, HRS, social worker) concerning any of your children's school enrollment in any way? YES NO

If YES, please explain the circumstances: \_\_\_\_\_

Has either parent or guardians requesting membership ever been convicted of a felony? YES NO

Have you or any adults residing in your home ever been convicted of any crime involving children? YES NO

To the best of your knowledge, does your name or that of anyone residing in your home appear on the Child Abuse, Sexual Offender or Predator Registry? YES NO

Give specific reasons why you want to enroll in Pablo Academy Private School: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the primary teacher be working outside the home? YES NO

If so, please attach an explanation as to how you intend to structure your school day.

Briefly state your reasons for home educating and also explain your educational philosophy:

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Please tell how your lives have been affected by the person of Jesus Christ. (Each parent, please answer. You may use a separate piece of paper if there isn't room).

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Are you comfortable sharing with the Pablo Board your experience of salvation and how the Lord has worked in your life since then? YES NO

How do you plan to implement the study of Scripture in your homeschool?

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Please list any family interests, hobbies, special skills, or talents:

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**IMPORTANT:** Make two additional copies of the attached reference letter request and obtain three references, preferably one from your pastor or a staff member at your church. Supply your reference with a **stamped envelope** addressed to Pablo Academy Private School, P.O. Box 350009, Jacksonville, FL 32235 and ask them to forward their letter within two weeks of submitting your application. *Please fill in your family name and the date the letter is due prior to sending request to your reference.*

Please list the names, relationships, and phone numbers of your references below:

Reference	Relationship	Phone Number
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

## **PARENT/TEACHER AGREEMENT**

I/We \_\_\_\_\_ and \_\_\_\_\_

Promise to uphold the requirements of Pablo Academy, namely:

1. To teach the required 180 days of school per year.
2. To teach the minimum subject areas of Bible, Math, Language Arts, Science, and History.
3. To keep the daily attendance and log of grades of each student in my class.
4. To maintain a portfolio of each student's work.
5. To attend the monthly faculty meetings and submit required reports on time.
6. To obtain an annual educational evaluation and submit the results to Pablo Academy Private School.
7. To have read and am in agreement with the Statement of Faith, Appendix A (can be detached and retained for your records.)
8. To have read and agree to abide by the School Policies, Appendix B (can be detached and retained for your records.)
9. To submit all forms and reports as required, (including immunization and physical forms as required by HRS.)
10. To pay tuition or notify administrator if alternative arrangements are necessary. (Failure to abide by this prerequisite will result in immediate dismissal from the school.)
11. To submit to periodic review of progress and materials.

I/We further agree that if I/we wish to resign as teachers of the school we will:

1. Immediately inform the school office of our intent.
2. Agree to mail all remaining forms and pertinent information to the school's administrative office within 10 days.

I/We understand that failure to comply with these regulations is cause for teacher certification removal, with no refund of monies paid to the school, and all records will be stamped incomplete.

I/We understand that Pablo Academy Private School will perform a criminal background check as part of the admission process.

Reinstatement of enrollment will be at the discretion of the Board of Directors and will occur only after the family has paid a reinstatement fee and has resolved to the satisfaction of the Board of Directors the violation which prompted the dismissal.

Pablo Academy Private School reserves the right to deny admission at will and without cause.

**AFFIRMATION OF COMMITMENT**

We hereby certify that the above answers and information on this application are true and correct. We understand that Pablo Academy, Inc. encourages scriptural values. We understand and agree that Pablo Academy is not responsible for the education of our children. We understand that we are responsible to maintain the quality, scholastic, and biblical standards. We understand and agree that we are to choose our own curriculum and that Pablo Academy is not responsible for our curriculum costs. We understand and agree that we will meet and maintain all requirements of and abide by the policies and procedures of Pablo Academy. We understand and agree that negligence of these responsibilities will result in a penalty fee and/or dismissal from Pablo Academy without refund; and that reinstatement is dependent upon reaffirmation to these standards, a favorable decision by the Board of Directors, and repayment of any applicable fees. We hereby acknowledge that Pablo Academy reserves the right to deny admission at will and without cause. We release and hold harmless Pablo Academy from any and all claims for decline of admission as well as loss, damage, and/or injury of any person or property resulting from Pablo Academy's program or activities. We also agree that the school shall not be liable for any loss or intentional neglect or careless acts of any school personnel. We agree with, hold true, and live according to the Statement of Faith provided herein.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

This form must be signed in the presence of a Notary Public.

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Florida at large.

My commission expires: \_\_\_\_\_

Revised 7/2013

## **Appendix A**

### **STATEMENT OF FAITH**

1. God exists eternally in three persons as Father, Son, and Holy Spirit. These three are one God, and there is no other God. God is the absolute and sole Creator of the universe, and creation was by divine fate, not through evolutionary process.

Gen 1:1, John 10:30, 37-38

2. The Bible is the Word of God, supernaturally inspired and preserved by God. It is equal in all parts, without error in its origin, and divinely authoritative for faith and practice for every age and every life.

II Tim. 3:16, II Peter 1:21

3. Jesus Christ is the Son of God, and was both God and man while on the earth in the flesh. He was born of a virgin, lived a perfect sinless life, was crucified and died as penalty for our sins, was raised bodily from the dead on the third day, appeared to His disciples and as many as five hundred at one time, and ascended to the Father's right hand. He is the Head of the Church, the Lord of the individual believer. He is ministering as our Great Advocate, and is personally, bodily, and visibly coming again to earth.

Heb. 4:15, 7:25, 9:12, I Peter 2:22, Isa. 7:14, Matt. 1:23, Luke 1:35, I Cor. 15:5-8, John 11:25, Acts 1:11, Rev. 19:11-16

4. The Holy Spirit is a person, is God, and possesses all the divine attributes. He indwells all believers at the moment of salvation, and fills them in response to confession of sin and full yieldedness to Him. The Holy Spirit continues to minister in the life of the believer by indwelling the Christian and enabling them to live a Godly life which is a holy calling.

Eph. 5:18, I Cor. 3:16, 6:19-20

5. Man is born a sinner and totally depraved, void of any righteousness, without God. The whole human race has fallen into the sin of Adam, bringing personally upon each one physical, spiritual, and the possibility of eternal death.

Rom. 5:12-21

6. Jesus Christ provides the only way to salvation through His substitutionary death and shed blood on the cross. Salvation is entirely apart from good works, baptism, church membership, or any of man's efforts, and is of pure grace.

John 3:16-19, Eph. 2:8-9, Rom. 3:20

## **Appendix B**

### **SCHOOL POLICIES**

#### **1. ADMISSION**

Each student requesting entrance to Pablo Academy must submit completed and notarized Student and Parent Applications (which includes three letters of reference) and attend a family interview. High school students applying for admission to Pablo Academy for their eleventh or twelfth grade school year, not transferring from another school, must submit their high school portfolio to the Board of Directors for review at a date set forth by the Board of Directors.

Any former students seeking re-admittance must resubmit completed and notarized Student and Parent Applications. High school students seeking re-admittance to Pablo Academy for their eleventh or twelfth grade school year, not transferring from another school, must submit their high school portfolio to the Board of Directors for review at a date set forth by the Board of Directors.

All admissions are reviewed by the Board of Directors. Pablo Academy Private School will perform a criminal background check as part of the admission process.

Pablo Academy reserves the right to deny admission at will and without cause.

#### **2. ATTENDANCE AT MEETINGS**

All regular monthly and special teachers' meetings must be attended by either a teacher or principal. Failure to attend one meeting, without prior notification to a Board member, will result in a telephone call by a Board member. The second absence, without prior notification to a Board member, will result in a letter of probation, and a third absence, without prior notification to a Board member, will mean automatic dismissal. There will be no refund of tuition or other fees.

Members are allowed two absences per school year, with notification to a Board member. Additional absence will begin the same process as for failure to attend meetings without prior notification.

#### **3. STUDENT PROGRESS AND ATTENDANCE REPORTS**

Student Progress and Attendance Reports must be submitted to the Board secretary no later than the 7<sup>th</sup> day of each month or the monthly school meeting, whichever date is latest. Failure to do so will result in the same action taken as in failure to attend teachers' meetings without prior notification.

#### **4. QUARTERLY GRADES**

A copy of each student's Report Card must be submitted each quarter to the Board secretary no later than the 7<sup>th</sup> day of the month or at the monthly school meeting, whichever date is latest, the month following the end of the grading period date. At the ends of the school year, first and second semester grades are averaged and entered by the teacher on each student's cumulative folder at a location to be announced in late spring.

The High School Report Card **MUST HAVE** complete course names and course codes, or the Report Cards will be returned. Returned Report Cards must be resubmitted to the Board secretary within 7 days. An additional copy of the High School Report Card must be turned into Pablo Academy's Guidance Counselor at the end of each semester.

Failure to submit Report Cards will result in the same action taken as in failure to attend teachers' meetings without prior notification.

**5. TESTING / EVALUATION FOR STUDENTS**

Annual testing or teacher evaluation is required for all students in grades K-5 through 12. Any of the testing options pre-approved by the Pablo Board may be used.

**6. EMAIL / PHONE TREE**

The email and phone tree will be used only to communicate information pertaining to Pablo Academy. All potential email and phone tree messages must be directed to the Board for permission to circulate the message.

**7. FIELD TRIPS AND FUNCTIONS**

At all Pablo Academy field trips and functions, students must be well supervised and behaved. Each teacher or principal is expected to be in attendance and responsible for their own child(ren).

If, due to an unexpected emergency, a family is unable to attend a field trip they have committed to by signing up, they must notify the field trip coordinator as soon as possible. Failure to do so may result in being denied further participation in future field trips and/or functions.

Any committee head planning a function must present their proposed plans to the Board chairperson prior to a Board meeting to be approved and reviewed for the monthly calendar and agenda. If not, the activity will be delayed until the following month.

**8. SPONSORS**

A family must be a member of Pablo Academy a minimum of one year in order to act as a sponsor. A sponsor must be well acquainted with the potential member-family at least one year in order to act as their sponsor. A family may not sponsor more than two new families per school year. The sponsor must have weekly contact with the new family and must contact the appropriate Board member monthly to inform them of progress or problems.

**9. WITHDRAWAL**

Before withdrawing your child(ren) from Pablo Academy, a Withdraw Form must be submitted to the Board secretary. A Withdraw Form must be completed before the student's records can be released.

**10. REQUEST FOR STUDENT RECORDS**

A Request for Student Records form must be completed and submitted to the Board secretary before a copy of the student's records can be obtained. The specific records being requested must be indicated on the Request for Student Records form.

If only requesting a high school transcript, the Request for Student Records form must be turned into the Guidance Counselor. If the student's transcript is not already in progress, a copy of all high school years Report Cards must accompany request. If the student's transcript is already in progress, only a copy of current high school year Report Card must accompany request. The Report Cards must include complete course names, course codes, and grades before request can be processed.

Please allow 1-2 weeks for request to be completed.



**11. REGISTRATION FEES AND TUITION**

Registration fees and tuition are due by the date set forth by the Board of Directors each school year.

The registration fee will be waived should a family leave Pablo Academy and then return the following school year.

In the event a family withdraws from Pablo Academy before the first semester ends, at the Board's discretion, part of the annual tuition may be refunded.

**12. MEDIA ACTIVITY**

All news media interviews of any type need first be approved by the Board of Directors, if the interview will in any way reflect on Pablo Academy.

Revised 7/2013

**Pablo Academy Private School System, Inc.**  
**P.O. Box 350009**  
**Jacksonville, FL 32235**

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

To Whom It May Concern:

Pablo Academy is a home-based FL Stat.623/617 private Christian school. We are a school that strives to uphold the standards set forth by the Word of God and educational requirements and standards of the state of Florida. Likewise, all new applicants to Pablo Academy are required to provide 3 letters of reference for Board review prior to acceptance.

Mr. & Mrs. \_\_\_\_\_ and family have applied for admission to our school. They have listed you as a reference and are requesting a Letter of Reference from you.

We ask that in your letter you address the following items:

1. How long you have known the applicants?
2. What is your relationship to the applicants?
3. How you see their Christian walk?
4. List at least 3 characteristic traits that would make them to be good home-schooling parents and members of our school.
5. Your name, address, and phone numbers (with the best time to call) so that we may contact you if we have need of further information.
6. Additional comments that you may want to include.

Please complete and mail your letter in the self-addressed stamped envelope within 10 days of receiving this letter of request.

We thank you for your time and effort in this matter. May the Lord's guidance and blessing be upon you!

In His Service,

Pablo Academy Board of Directors

Date Letter of Reference due to Pablo Academy: \_\_\_\_\_