



# CHEC INDEPENDENT SCHOOL

## INTERNATIONAL ENROLLMENT APPLICATION 2021/2022

### INSTRUCTIONS & CHECKLIST

- 1. Were you enrolled in the CHEC Independent School for 2020/2021 (the past school year)?
  - If so, then you must first submit your attendance records and assessments to complete your 2020/2021 enrollment.
  - You may submit the records by emailing them to [school@chec.org](mailto:school@chec.org), or faxing them to 1-720-842-4852.
  - Your 2021/2022 application will not be processed until your 2020/2021 year is complete.
- 2. Read through all of the CHEC Independent School Policies (available at [checis.org/policies/](http://checis.org/policies/)).
- 3. Complete the required information on pages 2-5.
- 4. Sign your initials next to each policy on pages 6-9 to signify your agreement to comply with the CHEC Independent School policies.
- 5. Complete the payment information form at [checis.org/app/international](http://checis.org/app/international).
- 6. Do you share educational authority with someone else? (i.e. Are the students' parents separated or divorced?) If so, has the other parent filled out our Shared Educational Authority Form and then has it been filed with us? If they have not, then have the other party complete page 11.
- 7. Keep the attendance record (included on page 12) and use throughout the year to record days of academic instruction. If you have more than one student, you will need to make one copy for each student. *(You will be required to submit one completed form for each student by August 31, 2021 to complete your enrollment for this school year.)*
- 8. After you have completed all the steps above, email or fax the completed application to the CHEC Independent School (email: [school@chec.org](mailto:school@chec.org), fax; 1-720-842-4852).
- 9. Finally, make sure you add [school@chec.org](mailto:school@chec.org) to your approved email recipient list. We will keep you informed via email throughout the year.

Learn more about the CHEC Independent School at [checis.org](http://checis.org)

*Please Note: At this time, we are unable to make all of the All-Access Benefits available to international families. However, if you'd like to be members of HSLDA, contact [school@chec.org](mailto:school@chec.org) for the CHEC Independent School group discount code.*

## CONTACT INFORMATION

Father \_\_\_\_\_ (circle one) Married / Widower / Single  
First Last

Mother \_\_\_\_\_ (circle one) Married / Widower / Single  
First Last

Legal Guardian \_\_\_\_\_  
First Last

\_\_\_\_\_  
Mailing Address (P.O. Box Okay)

\_\_\_\_\_  
City State/Province/Region Zip/Postal Code Country

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

\_\_\_\_\_  
Primary Phone  Check box if international rates apply

*Your confirmation and important information throughout the year will be sent by email, so please allow email from [school@chec.org](mailto:school@chec.org) to be delivered directly to your inbox.*

**DO NOT unsubscribe from CHEC Independent School emails, or you will miss important reminders from us.**

**NOTE: CHEC Independent School makes no claim that enrolling in the CHEC Independent School fulfills the requirements of your state's or country's homeschool law.**

# STUDENT INFORMATION

1.	_____	M / F	___/___/___	_____	_____
	First	Last	Birthdate	Grade level*	Modified**
2.	_____	M / F	___/___/___	_____	_____
	First	Last	Birthdate	Grade level*	Modified**
3.	_____	M / F	___/___/___	_____	_____
	First	Last	Birthdate	Grade level*	Modified**
4.	_____	M / F	___/___/___	_____	_____
	First	Last	Birthdate	Grade level*	Modified**
5.	_____	M / F	___/___/___	_____	_____
	First	Last	Birthdate	Grade level*	Modified**
6.	_____	M / F	___/___/___	_____	_____
	First	Last	Birthdate	Grade level*	Modified**

**\*Grade Level:** Please indicate the grade that would correspond with the Age/Grade Chart below.

**\*\*Modified Grade:** We realize that the grades listed in the Age/Grade Chart might not be the same level at which your student is working, so you are encouraged to modify grades if needed. In deciding how to modify your student, please consider these things:

- the reading level of the student
- the grade at which most of the subjects are being learned

***If you modify your student's grade level, please read and complete page 4.***

## AGE/GRADE CHART CHEC INDEPENDENT SCHOOL 2021/2022 SCHOOL YEAR

### If birthday falls between these dates...

After 7/31/2016  
 8/1/2015 and 7/31/2016  
 8/1/2014 and 7/31/2015  
 8/1/2013 and 7/31/2014  
 8/1/2012 and 7/31/2013  
 8/1/2011 and 7/31/2012  
 8/1/2010 and 7/31/2011  
 8/1/2009 and 7/31/2010  
 8/1/2008 and 7/31/2009  
 8/1/2007 and 7/31/2008  
 8/1/2006 and 7/31/2007  
 8/1/2005 and 7/31/2006  
 8/1/2004 and 7/31/2005  
 8/1/2003 and 7/31/2004  
 Before 8/1/2003

### ... then the Grade equivalent is:

Pre-K  
 K  
 1<sup>st</sup>  
 2<sup>nd</sup>  
 3<sup>rd</sup>  
 4<sup>th</sup>  
 5<sup>th</sup>  
 6<sup>th</sup>  
 7<sup>th</sup>  
 8<sup>th</sup>  
 9<sup>th</sup>  
 10<sup>th</sup>  
 11<sup>th</sup>  
 12<sup>th</sup>  
 Super Senior

# GRADE MODIFICATION DOCUMENTATION

**Are you modifying to a grade level ABOVE the calculated age grade?**

No documentation is needed.

**Are you modifying to a grade level BELOW the calculated age grade?**

We require documentation explaining the reason why the student's grade is modified below their calculated age/grade. This documentation will give added credibility to your family file and, in the event that your homeschool is ever called into question by authorities, the documentation will provide extra proof of your student's struggles and what is being done to address them. This documented statement must be submitted when you enroll.

Required documentation depends on the number of grades you are modifying:

- **Modifying 1–2 grades below?** (e.g. 4th grade down to 3rd or 2nd grade) Documentation must include a thorough explanation written by the parent.
  - Instructions: Include the explanation (one for each student who is modified) with this application.
- **Modifying 3 or more grades below?** (e.g. 4th grade down to 1st grade or below) In this case, more substantial documentation will be necessary, including a statement from a specialist explaining the cause of the student's academic struggles. This specialist would need to be well acquainted with your student's case and/or be the provider of any additional tutoring or therapy your student may be receiving. (If you need ideas as to what type of specialist would be appropriate in your child's case, contact us.)
  - Instructions: The statement from the specialist should include the name and birthdate of the student, the grade at which the student is functioning, the reasons they are progressing behind their age grade, and the name and qualifications of the specialist. Include the statement (one for each student who is modified) with this application.

**Please note:** Modified grade level applications received without the appropriate documentation mentioned above will not be processed.

# TEACHER STATUS AND STUDENT HISTORY

1. Who will be doing the majority of the teaching and what is their relationship to the students?

- Parent
- Legal Guardian
- Adult Relative \*
- Other \*

\*If you selected Adult Relative or Other, please explain in detail:

*This situation may be reviewed by the CHEC Independent School Director and may be subject to approval.*

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2. What type of schooling did you most recently use?

- |   |   |
|---|---|
| <input type="checkbox"/> 2021/2022 is our first school year | <input type="checkbox"/> CHEC Independent School                                  |
| <input type="checkbox"/> Public/Government run School **    | <input type="checkbox"/> Homeschool under my state or country's<br>homeschool law |
| <input type="checkbox"/> Private School **                  |   |
| <input type="checkbox"/> A different independent school **  |   |

\*\* If you selected public, private, or a different independent school:

A. Do you need us to send you a Withdrawal/Records Request Form so that you can notify your previous school?

- Yes       No

B. Does your student have an Individualized Educational Plan (IEP)? If so, do you need us to send you an IEP Withdrawal Letter so that you can notify your previous school that you are releasing them from the responsibility of the IEP and taking over the responsibility to fulfill this legally binding document?

- Yes       No

3. In the past 12 months, have any of the students you are enrolling been\*\*\*:

- |  |  |
|--|--|
| <input type="checkbox"/> Notified of truancy proceedings being initiated             | <input type="checkbox"/> Involved with other court proceedings |
| <input type="checkbox"/> Involved with any government agency regarding their welfare | <input type="checkbox"/> Expelled                              |
|  | <input type="checkbox"/> Suspended                             |
|  | <input type="checkbox"/> Truant                                |

Please explain in detail:

*\*\*\*These situations must be reviewed by the CHEC Independent School Director and will be subject to approval.*

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# AGREEMENTS

The following statements represent the agreement of the enrolled family to abide within the criteria established by the CHEC Independent School. By initialing sections 1 through 6, you agree to fulfill all the listed requirements.

**Please read and initial ALL of the following sections.**

## SECTION 1: ASSESSMENT REQUIREMENTS

- Every student whose date of birth places them in 3rd–12th grade (according to the CHEC Independent School age/grade parameters), or has been modified up to 3rd grade or above, is required to submit results from an approved assessment\* at the close of school years ending in an odd calendar year.
- Therefore, students enrolled in the CHEC Independent School that fit the above criteria **are not required** to submit assessment results during the 2021/2022 academic year.
- All assessments submitted need to comply with our Assessment Policies ([checis.org/policies/assessments/](http://checis.org/policies/assessments/)). CHEC Independent School reserves the right to reject any assessments that do not comply with our listed policies. Families will be notified if any of their documents are not in compliance, and will be given the opportunity to rectify the situation.
- We expect an assessment for the grade that is listed for the student(s) on your application. If there are any modifications to their grade after you apply, please let us know through our Update Student Information form ([checis.org/forms/update-student-information/](http://checis.org/forms/update-student-information/)) at least 3 weeks before submitting your end of year documents.
- If you withdraw from CHEC Independent School after April 1<sup>st</sup> in an assessment year, assessments must be submitted. You must also inform the CHEC Independent School through the Update Student Information form ([checis.org/forms/update-student-information/](http://checis.org/forms/update-student-information/)).
- Please reference the CHEC Independent School Assessment Policies for information on these unique situations:
  - If the student receives more than 50% of their teaching from someone other than a parent, guardian, or adult relative
  - If the student is in a modified grade level (not in the grade assigned by the CHEC grade calculator/chart)

*\*The term assessment is used to indicate an achievement test, a professional evaluation, or a CHEC Independent School Parent Evaluation.*

## INITIALS REQUIRED:

\_\_\_\_\_ I agree to comply with the assessment requirements of the CHEC Independent School.

## SECTION 2: ATTENDANCE REQUIREMENTS

Families enrolled in the CHEC Independent School are required to:

- Provide academic instruction to their student(s) for 172 calendar days between August 1st to July 31st. (Your school year does not have to correspond with those dates, but you must provide 172 calendar days of instruction within those dates.)
- Maintain a regular record of attendance throughout the year.
- Submit a separate attendance record for each student on the CHEC Independent School Attendance Form. The completed record(s) should demonstrate at least 172 calendar days by July 31, 2022 and must be submitted by August 31, 2022. You may begin counting days as enrolled in the CHEC Independent School (on the calendar portion of the CHEC Independent School Attendance Form) beginning with the enrollment date on your enrollment confirmation letter. For days completed prior to enrollment, see next point.
- If you are transferring to the CHEC Independent School mid-way through the school year, you may count the days attended at your previous school towards the required 172 calendar days. (In the Previous School section of the CHEC Independent School Attendance Record, fill in the name of the school and the number of days completed before enrollment in the CHEC Independent School.)
- If you withdraw from the CHEC Independent School mid-way through the school year due to a move or transfer to another school, you must inform the CHEC Independent School via the Update Student Information form ([checis.org/forms/update-student-information](http://checis.org/forms/update-student-information)) and submit a record of the days completed in the CHEC Independent School prior to the move/transfer.

The CHEC Independent School attendance form is at the end of this application.

### INITIALS REQUIRED:

\_\_\_\_\_ I agree to fulfill the attendance requirements of the CHEC Independent School.

## SECTION 3: SUBJECT REQUIREMENTS

As an independent school, our subject requirements are governed by the Non-Public School Laws:

- **22-33-104 (2) (b) C.R.S.** requires that “a sequential program of instruction be provided by an independent or parochial school. Such program shall include, but not be limited to, communication skills of reading, writing, and speaking, mathematics, history, civics, literature, and science.”
- **22-1-106 C.R.S.** requires “information concerning the honor and use of the flag be taught.”
- **22-1-108 and 22-1-109 C.R.S.** requires “the United States Constitution to be studied. Instruction shall begin no later than the seventh grade and continue in high school.”

Each family may use the curriculum of their choice as long as it covers the required subjects. (*CHEC Independent School does not provide curriculum.*)

### INITIALS REQUIRED:

\_\_\_\_\_ I agree to fulfill the subject requirements of the CHEC Independent School as listed above.

#### **SECTION 4: AGREEMENT TO MAINTAIN RECORDS**

Throughout the year, you must personally maintain a detailed attendance record (as described above in Section 2) and records of your course of study reflecting the subject requirements (as described above in Section 3). In the event of a legal dispute, these records must be accessible and ready to produce.

If substantial changes are being made to your home education program (e.g. grade change, address change, change in educational authority [custody]) they must be reported to the CHEC Independent School. This may be done through the Update Student Information Form on our website ([checis.org/forms/update-student-information](http://checis.org/forms/update-student-information)).

#### **INITIALS REQUIRED:**

\_\_\_\_\_ I agree to personally maintain the above listed records as required by the CHEC Independent School.

#### **SECTION 5: LIMITATIONS ON PUBLIC/PRIVATE SCHOOL INVOLVEMENT**

CHEC Independent School students may participate on a part-time basis in public and private school programs (including public-school-at-home programs) at the discretion of said public or private school as long as (1) at least 50% of the subjects, including at least 50% of the core academic subjects (math, language arts, science, and history), are still being taught privately at home, and (2) the child(ren)'s education is parent-led. (For more information, see CHEC's position statement on home education ([chec.org/about-chec](http://chec.org/about-chec))).

#### **INITIALS REQUIRED:**

\_\_\_\_\_ I agree to limit my student(s) participation in other school programs in accordance with the above stated policy, or else withdraw said student from the CHEC Independent School.

#### **SECTION 6: APPLICATION DISCLOSURE**

- The CHEC Independent School exists to promote and facilitate the vision and mission of Christian Home Educators of Colorado. Accordingly, the Independent School retains the right to accept or dismiss any student from enrollment within the school at any time for any reason if it feels the student does not fit within the vision and mission of the school.
- *[Only applies to families outside Colorado]* CHEC Independent School makes no claim that enrolling in the CHEC Independent School fulfills the requirements of your state's or country's compulsory education law.

#### **INITIALS REQUIRED:**

\_\_\_\_\_ I acknowledge receipt of this disclosure.



# SIGNATURES

## MARRIAGE STATUS

Please select:

- The parents/legal guardians listed on this form are married to each other
  - The parents on this form are divorced
  - Single parent (only one parent should be listed on the application above)
  - Other (please explain)\_\_\_\_\_
- 

## EDUCATIONAL DECISION-MAKING AUTHORITY

Please select:

- Married biological, adoptive parents, or legal guardians on this form share educational authority
  - Divorced parent on this form shares authority with former spouse listed on this form\*
  - Divorced parent on this form has sole educational authority
  - Single parent on this form has sole educational authority
  - Single parent on this form shares educational authority with another adult\* (please explain)\_\_\_\_\_
  - Other\* (please explain)\_\_\_\_\_
- 

*\*In these situations, a Shared Educational Authority Form must be on completed by the other party and be on file before the application can be processed. The Shared Educational Authority Form is included on page 11 or the online form at [checis.org/forms/](http://checis.org/forms/).*

- Please check here to indicate that a Shared Educational Authority Form has already been filled out by the other party, and is on file with the CHEC Independent School.

### By signing below, I/we attest that:

- All of the information on this form is complete and correct
- AND I/we agree to comply with all the requirements detailed here.

I/we understand that this application is a **binding contract** between myself/ourselves and the CHEC Independent School.

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Authorized Signature

Date

**Your enrollment will be effective as of the date on your enrollment letter (which will be emailed to you), and ends July 31, 2022.**

By submitting this application you are subscribing to receive email updates from CHEC IS and CHEC and receive our triannual free magazine, the Homeschool Update. You can unsubscribe at any time, but be aware that if you unsubscribe from email updates that come from the CHECIS ([school@chec.org](mailto:school@chec.org)) you will miss important enrollment alerts and information.

## PAYMENT INFORMATION

Application Fee is non-refundable. Pay via our international payment form, located at [www.checis.org/international/](http://www.checis.org/international/).

### Finished? Email or fax your...

- Completed application
- Shared Educational Authority form (if required)

...to [school@chec.org](mailto:school@chec.org) (fax: 1-877-842-2432). We will process your application within two weeks of receipt, and confirmation will be emailed to the address you provided on the Contact Information page (pg. 2).



# CHEC INDEPENDENT SCHOOL

If you do not have sole educational authority for the students you are enrolling (i.e., if the parents are separated or divorced), a Shared Educational Authority form must be filled out by the other party. Then you must include the completed form when you submit your enrollment application. (Your application will not be processed without this completed form.)

## SHARED EDUCATIONAL AUTHORITY

This form has been given to you because you share educational authority for student(s) who are being enrolled in the CHEC Independent School. Please complete this form and return to the other party so they can complete their enrollment application.

I, \_\_\_\_\_, certify that I share educational authority with  
*Name of shared educational authority*

\_\_\_\_\_ for the following student(s):  
*Name of parent submitting application for enrollment*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize him/her to enroll this student(s) in the CHEC Independent School.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone Number

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

(To reverse this authorization, the CHEC Independent School must receive a written statement to that effect.)



# CHEC INDEPENDENT SCHOOL

## Independent School Attendance Form | 2021–2022

Parent's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

(One student per form)

1. On the calendar portion of this attendance record, mark the correct box that corresponds with the days in each month that you did school while enrolled in the CHEC Independent School starting with your enrollment date. (Weekends are in grey for reference.)

2. The total number of days must come to at least 172 days minimum, required by both the CHEC Independent School and Colorado law.

Aug 2021	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sept 2021	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Oct 2021	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Nov 2021	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Dec 2021	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan 2022	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Feb 2022	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
Mar 2022	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April 2022	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May 2022	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June 2022	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
July 2022	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Please give the total of any days completed prior to your enrollment date with the CHEC Independent School here:

PREVIOUS School Name: \_\_\_\_\_

Subtotal: \_\_\_\_\_

Complete this document, then submit to the CHEC Independent School by August 31st.

TOTAL: \_\_\_\_\_ of 172 days

Use one sheet per student. Find the blank document at [CHECIS.org/forms](http://CHECIS.org/forms).

Parent Signature: \_\_\_\_\_

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