

TRANSCRIPTING INFORMATION GUIDE for Eluminatus

(transcripts in this program are accredited by the Georgia Accrediting Commission – GAC)

--This is only an initial guide; every situation is unique... questions are welcome--

Center Counselor: TRACIE ORR (hm) 770-599-9056 (e) tracieorr@yahoo.com
(mailing & conference location) 1673 ROCK HOUSE ROAD, SENOIA, GA 30276

STEP 1: Mail the enrollment form *and* the non-refundable *enrollment fee of \$50 (**\$35/stu. for returning families**); **please make checks payable to Tracie Orr.** **STEP 2:** **AFTER** receiving your enrollment form *and* fee, the counselor will email you availabilities for the initial conferences in September or October.

TRANSCRIPT FEES:

Annual *ENROLLMENT FEE: \$ 50 (*discount: only \$35 per student for returning families*)
Annual TRANSCRIPTING FEE: \$250 (*in addition to the enrollment fee listed above*)

DISCOUNTS for multiple children testing on the same date & time (-\$75 for 2nd child /-\$125 for 3rd ...)

PENALTIES: -Late Fees: \$5 (for payments not received by the 5th and again after the 15th)

-Returned check Fee: \$25

POSSIBLE FEES: -Additional high school credits *from 8th grade*: \$25 per class
-Transposing accredited *transfer* transcripts: \$50 per grade level
-Graduation Fee (diploma and 6 transcripts): \$20
-Non-conference day appts. OR consultations: \$50

PAYMENT PLAN OPTIONS: Monthly plan: \$25/month Sept-June by the 5th
Installments: \$83:33 in Sept., Feb., June by the 5th
Lump sum: \$250 due at the initial conference

DOCUMENTATION.....CHECKLISTS:

**Materials needed
for the Initial Conference:**
(in September or October)

A copy of the **Declaration of Intent Form** sent to your county
The **Curriculum Documentation Form/Chart** (*complete*)
A copy of the student's latest **standardized test results**
ALL CURRICULUM (*actual books*) intended to be used this year
Social Security Form completed (*this will be emailed to you*)
Transfer students only: Bring a previous transcript OR bring all documentation for high school classes taught at home

**Materials needed for the
End of the Year Conference:**
(in May or June)

A **Novel list** for the year is required
Mail completed **"REPORT CARD" forms** emailed to you in January and bring to the end of the year conference.
Bring class **NOTEBOOKS** (*include ALL work – notes, quizzes, tests-completed by the student for EACH course being accredited*)
Bring copies of county/state **ATTENDANCE SHEETS** for the current school year for the counselor's to keep on file.
Bring documentation of **clock hours** as agreed on at initial conference.
Bring **graded sample ESSAYS** of student's writing (*one per semester*)

Test PROCTORING:
(in Jan. or Jn.)

Proctoring is required only for classes taught at home, one semester test will be proctored per subject (read p2 "PROCTORING" section).

TRANSCRIPTING/ACCREDITING Q & A... "What does this all mean?"

This accreditation center is financially independent of the home school co-op and requires a student to complete an academic year of study through this program before any coursework completed prior to entry into this center can be listed on the student's transcript; student work will be verified, however, beginning at the initial conference.

What are the benefits of paying for me to be your High School COUNSELOR or Educational Consultant?

- You will receive professional advice from one who has worked with home school students for ten years preparing transcripts that have been accepted by private and public high schools as well as by colleges.
- You will be given recommendations from one with a background. in Secondary English Education (M.Ed.), who taught for ten years in middle and high schools, who tutored for 3 years in a private school, who taught worked with home school students at Veritas, and who has counseled families for high school graduation.
- There will be an outstanding documentation portfolio created for your student that will be kept on file.
- An official transcript will be created after completing one year with this center (*parents/guardians will receive an unofficial copy each school year*) to be mailed to any school a student may transfer or to any college a student may apply. And after at least one year with the center, an official *diploma* can be issued for graduating seniors who have met or exceeded state requirements.
- Several meetings with the consultant will be made to review academic progress, to assess how the student will meet GA's requirements, to proctor exams, and to establish an individualized high school grad. plan.

What is a Non-Traditional Center? The center assists the learner in developing study skills, in being successful in academic achievement, and in receiving professional evaluations along with a diploma from an accredited program.

Can a student who graduates from an accredited center be assured of admission to college? *No accrediting agency can guarantee the student that he or she will be admitted to college; however, to date, all of our previous graduates meeting individual college requirements for GPA's and test scores have been accepted.* Our Non-Traditional Center meets the standards of the Georgia Accrediting Commission and has been recognized by the University System of Georgia giving our student's transcripts professional credibility.

Does this program allow my child to apply for Georgia's HOPE scholarship during his/her freshman year? YES –the State of Georgia recognizes GAC centers as one of the accrediting bodies that can allow a graduate to be *eligible* for the HOPE Scholarship. *Graduates from this accredited center can receive this financial aid as they enter college rather than having to complete a year of study before applying for the HOPE scholarship retroactively.*

For whom is the program designed? •For parents/guardians who are willing to put the time and effort into providing the documentation required (*listed on the front of this sheet*). •For families who are willing to take the responsibility to provide sound courses for their student(s) (*parents may create new courses for electives –write a course description, line-up curriculum, and provide documentation of work*). •For parents who desire assistance in reviewing curriculum, in mapping out a graduation plan, and in receiving an accredited transcript from the Georgia Accrediting Commission.

Is it difficult to transfer into a public or private secondary school with a transcript from this center? There are always potential difficulties when transferring. However, the GAC is one of the oldest accrediting bodies in GA. It pays to do research; if you are contemplating transferring your child, contact the Superintendent's office in that county to validate, in writing, acceptance of credits from a GAC Non-Traditional Center and to verify the graduation requirements for that county. Also, if you are already working with this center, please notify me prior to attempting to transfer to another school; this will enable me to assist you in gathering needed documentation for the meeting and to send a letter introducing what this center represents to that county's Superintendent.

After the initial conference, what are the deadlines for my upcoming graduate ? Turn in first semester grades by February 1st as HOPE scholarship deadlines require this; the \$20 graduation fee is due by 2/1 as well – this pays for the diploma, the cover, seals, and six transcripts (there is a \$5.00 charge for each additional copy). *Second semester grades are due by June 5.... final grades received after this jeopardize the student's HOPE scholarship.*

Which standardized test is recommended for review? While the Stanford Test is a recognized and acceptable standardized test, the IOWA Basic Skills Test and the PSAT (*taken in 10th or 11th*) are more readily accepted by public school systems. It is recommended that your student take his/her first SAT by the spring of the student's Junior year.

What is PROCTORING? An approved instructor outside of the home monitors a prepared test and grades it on site. The counselor proctors ALL courses taught at home 1 or 2 times a year (*1 test per academic course*). **Tests should be around 40 questions**) - a combination of true/false, fill in the blank, and short essay works well (except in Math – 15 to 20 problem solving questions will suffice for a test in this subject). Bring test keys as you will be grading.

PROCTORING sessions are NOT optional!– If you miss the scheduled dates, there is an additional charge of \$50.00. Emails will be sent to set up appointments the month prior: ie. Emailed in December for a January appointment. *To cancel or reschedule an appointment within a week of the meeting, CALL me at 770-599-9056*