

Registration Transcript Management Service with Diploma



Mailing Address
PO Box 1056
Gray, Maine 04039

Phone: (207) 657-2880
Fax: (207) 657-2404
Email: royala@securespeed.net

Street Address
15 Shaker Road
Gray, Maine 04039

Website: www.HomeEducator.com

Date _____

Student's Full Name _____ Birth Date _____

Parent(s) Name _____ Student Grade _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Parents' Occupation (Mother) _____

(Father) _____

Please see fees below and enclose a check or money order or you may print your credit card information here:

Card Number Exp Date 3-digit V-Code Name on Card

Notes: The total cost of the TMSD program is \$1700 regardless of the year of registration. Parents must comply with their state's homeschooling regulations each year.

For Office Use			
School Year	Total Amount Due	Amount Paid	Date
9th grade	\$395.00	_____	_____
10th grade	\$395.00	_____	_____
11th grade	\$395.00	_____	_____
12th grade	\$515.00	_____	_____

Royal Academy

PO Box 1056 • 15 Shaker Road

Gray, Maine 04039

Telephone (207) 657-2880

Email royala@securspeed.net

Fax (207) 657-2404

Welcome to the **Transcript Management Service** program of Royal Academy. We are pleased that you have chosen us to help you with the educational pursuits for your family. Our goal is to work with each student and parent to provide the most appropriate educational plan possible while recognizing each student's and family's unique talents and qualities.

Our office hours are 9:00 AM - 5:00 PM Monday through Friday. If you wish to reach us at other times, you may leave a message on the answering machine, email your question, or mail a letter.

Records and paperwork are necessary elements because accurate records result in an accurate transcript and these detailed reports communicate your child's progress. Parents must also keep good attendance and academic grade records for each child to document the required 175 days of school. The Royal Academy Journal is a good choice for this recordkeeping because it has special grids for logging attendance, time, and grades. The following procedure details the steps to take to help the process run as smoothly as possible. At the beginning of the year, the *Educational Plan* must be submitted for each high school student using the Transcript Management Service. See the *Explanation of Royal Academy Courses* for help in planning your student's courses. At the end of the year, you will submit the *Annual Report* and the next year's *Educational Plan*. Along with the annual report, you must also send in copies of research papers, reports, and other samples of work. Copies of all papers do not need to be sent, just a good representation. Most parents submit chapter tests and essays for the main subjects, research papers, and photographs of large and/or delicate projects. An explanation of your grading system and grades that accurately reflect your student's progress in each subject must also be submitted. We recommend you use certified mail to ensure safe delivery. **Special Note:** Make sure to send in appropriate return postage so that the samples can be returned.

Remember to follow your state's regulations regarding homeschooling.

Quick Checklist for New Students

- ✓ Transcript Management Registration form completed
- ✓ Payment sent with registration
- ✓ Educational Plan submitted
- ✓ Annual Report filed away to complete at the end of the year

Quick Checklist for End of the Year

- ✓ Annual Report completed
- ✓ Renewal Form completed
- ✓ Payment sent with Renewal Form
- ✓ Educational Plan for the next year submitted
- ✓ New Annual Report filed away for the next year

Explanation of High School Courses

Royal Academy © 2008

See the *Royal Academy Four-Year Plan for High School* for possible yearly design of the high school program. The following suggestions explain the components of different subjects.

English is a multi-layered course. Each year literature, vocabulary development, and composition should be included. Our recommendation is that the ninth grade includes one last year of a complete grammar course as well as these other components. In grades ten through twelve, the teacher would work with the student on specific areas (e.g., punctuation difficulties).

Mathematics courses should be chosen not only based upon what the student wishes to do, but future college and career goals. We recommend that all students take consumer math in grade 11 or 12.

United States History is a comprehensive study that goes from the beginning events in our country's history through the present. It can be covered through textbooks or by using a literary and timeline approach. The course can be completed in one year or split into two years.

American Government is typically a half-year course. It covers federal, state, and local governments, the United States political system, elections, citizen responsibilities, and governmental agencies.

Social Studies should be chosen based upon student career goals and interests. Students need at least one credit in the category. World history and cultures or western civilizations are standard courses. However, if a student is considering international work or journalism, then world geography and history are good choices. If mission work is being considered, then world geography and a cultural study of different areas in the world will be helpful. Psychology can also be a social studies course. Economics is also a possible half-credit course that can be combined with a half-credit geography course.

Science must include at least one lab science such as biology, chemistry, or physics. There are many choices in this field, but again, the student's career goals will determine the choices. If the goal includes a scientific career, it is wise to have every science include the lab component. Other possible choices for science are meteorology, astronomy, human anatomy and physiology, human growth and development, dendrology, ichthyology, marine biology, apiology, animal husbandry, earth science, geology, physical science, or zoology.

Health is typically a one-half year course. It should cover human body systems, stages of development, drug use and abuse, STDs, mental health, nutrition, relating to others, and family life.

Fine Arts is a time-documented course. Choices can be as varied as desired. Interior decorating, landscaping, cuisines, modeling, jewelry fabrication, arts and crafts, musical instruments, worship team, choir, music appreciation, music history, art history, and painting are just a few of the possibilities.

Physical Education is a time-documented course. It can include team sports, individual sports such as karate, hiking, biking, swimming, aerobics, and other personal fitness activities.

Explanation of High School Courses

- 2 -

Foreign Languages are required for acceptance into most colleges. They want a high school student to have completed at least two years of the same foreign language. Choose the language to be studied based upon future career goals or family history.

Computer proficiency must be demonstrated to an adult who is knowledgeable about the computer. Courses can be taken if there are weak areas.

State Study is required for the student who will be enrolling in Royal Academy. This course may be completed in grades 5 through 8. The state to be studied is the student's home state. This half-year course should cover geography, climate, socio-economics, population, government, history, and important people of the state.

Royal Academy Transcript Management Service
Educational Plan for Year _____

Student _____

Grade: _____

Email: _____

Phone: _____

Please provide text titles and description of the educational plan for the year.

English: Literature Grammar Composition Vocabulary Spelling Other

Mathematics: General Math Pre-Alg Alg I Alg II Geom Cons Math Trig Pre-Calc Calc

Social Studies: World History Geography Am Gov't Economics State Study Other: _____

United States History:



Education Plan (page 2)

Science: with lab _____ without lab _____ Earth Science Physics Other: _____

General Science Biology Chemistry Oceanography Marine Biology Astronomy Anatomy/Physiology

Health:

Physical Education:

Fine Arts:

Work-Study

Computer Skills:

Other:

Other:

Other:

Royal Academy Transcript Management Service
Annual Report for Year _____

Student _____

Grade: _____

Parent (s): _____

Email: _____

Phone: _____

Did you remember to include:
- grades for each course?
- many samples of work for each course?

Please provide text titles and a description of subject matter covered in each area.

English: Literature Grammar Composition Vocabulary Spelling Other _____

Grade: _____

Mathematics: General Math Pre-Alg Alg I Alg II Geom Cons Math Trig Pre-Calc
Calc

Grade: _____

Social Studies: World History Geography Am Gov't Economics State Study Other: _____

Grade: _____

United States History:

Grade: _____



Annual Report (page 2)

Science: with lab _____ without lab _____ Earth Science Physics Other: _____

General Science Biology Chemistry Oceanography Marine Biology Astronomy Anatomy/Physiology

Grade: _____

Health:

Grade: _____

Physical Education:

Grade: Pass / Fail

(circle)

Fine Arts:

Grade: Pass / Fail

(circle)

Work-Study: Include work address

Grade: Pass / Fail

(circle)

Computer Skills:

Grade: Pass / Fail

(circle)

Other:

Other:

Other:

Annual Report (page 3)

To give a more descriptive picture of your student, please discuss each area listed below with your high school student and then provide the information.

Note: Remember that the following items apply to high school activities only.

1. A copy of the official test scores results form: PSAT/NMSQT, SAT, ACT, CLEP
2. List of student extracurricular activities (e.g., Boy Scouts, youth group member)
3. Achievements, Awards, Honors (e.g., First Place, 4-H Essay, grade 9)
4. Team sport participant
5. Volunteer work and amount of time (e.g., 40 hours in grade 9)
6. Clubs and positions held, if applicable (e.g., treasurer of youth group, grade 10)
7. Licenses (e.g., CPR, tractor safety, first aid, hunter safety)
8. On-Site cultural study (e.g., mission trip, foreign travel)
9. College course: Please provide a copy of the official transcript.

Please fill out this Renewal Form and Mail with the Appropriate Fee:

Student Name: _____ Grade _____

Parent(s) Name: _____

Mailing Address: _____

Telephone: _____

Email address: _____

Note to Office:

Royal Academy, P.O. Box 1056, Gray, ME 04039

Full Name _____ DOB _____ Date _____

ROYAL ACADEMY FOUR-YEAR PLAN FOR HIGH SCHOOL

GRADE 9	CR	GRADE 10	CR	GRADE 11	CR	GRADE 12	CR	NOTES
English I	1.00	English II	1.00	English III	1.00	English IV	1.00	
Math	1.00	Math	1.00	Math	1.00	American Government	.5	
Social Studies	1.00	Lab Science	1.5	U.S. History	1.00	Physical Education	.25	
Science	1.00	Fine Arts	.5	Fine Arts	.5	Fine Arts	.5	
Health	.5	Physical Education	.25	Physical Education	.25	Elective	1	
Career Study	.5	Elective	1.00	Elective	1.00			
Physical Education	.25	Foreign Language	1.00	Foreign Language	1.00			

REQUIRED COURSES FOR GRADUATION

- English I, II, III, IV – 4 years 4 credits
- Mathematics – 2 years 2 credits
- US History – 1 year 1 credit
- Am Government – ½ year ½ credit
- Social Studies - 1 year 1 credit
- Science - 2 years, 1 with Lab 2 ½ credits
- Health – ½ year ½ credit
- * Fine Arts - 1 year 1 credit
- * Physical Education – 1 year 1 credit
- Electives – 3 years 3 credits
- State Study – ½ year ½ credit
- Computer – ½ year ½ credit
- * Non-Academic courses: 80 hrs = ½ credit, 160 hrs = 1 credit

College Preparatory should include:

- English – all college preparatory
- Foreign Language – 2 to 3 years of the same language
- Math: all college preparatory (Algebra I, Algebra II, Geometry)
- Science: all college preparatory (2 Sciences, both with labs)
- Extracurricular activities related to Career Goal(s)

CAREER GOAL(S)

POST-SECONDARY PLACEMENT

COMMENTS

PSAT/SAT/ACT PROPOSED YEARS