



Mailing Address: P.O. Box 1056, Gray, Maine 04039

Street Address: 15 Shaker Road, Gray, Maine 04039

Telephone: 207-657-2880

FAX: 207-657-2404

Email: royala@securespeed.net

Web Site: <http://www.homeeducator.com/HEFS/royalacademy.htm>

Royal Academy Information Sheet

Thank you for inquiring about Royal Academy. Enclosed is the Application for Enrollment, the Educational Questionnaire and the Frequently Asked Questions sheets. We look forward to working with you in developing and carrying out your educational objectives. The following is a brief outline of the procedure to follow.

1. Fill out completely and return the enclosed application and educational questionnaire. Please fill out one set for each student you are enrolling.
2. Provide COPIES of high school transcripts, report cards, and recent testing results from previously attended school(s). If your child has an I.E.P., please enclose a copy.
3. Enclose a recent photo of the student.
4. Include 1/2 the tuition with the application. The balance of the tuition as well as payment for books and materials is due at the enrollment meeting. Mastercard and Visa are accepted. You may telephone the office with your credit card information: 207-657-2880. Payment is also accepted online from our web site: <http://www.homeeducator.com/HEFS/royalacademy.htm>
5. Upon receipt of the complete application packet, we will call you to schedule the enrollment meeting. Note: Please DO NOT fax your packet or other important documents.

Royal Academy Frequently Asked Questions

Is testing required prior to enrollment?

In most cases, achievement testing is necessary to help design an appropriate curriculum. This determination will be made at the time of enrollment. Testing fees are separate from the tuition.

What curriculum does Royal Academy use? May I use my own curriculum?

We custom-design the course work for each student, recognizing interests, achievement levels, and future plans as well as parental goals. At the time of enrollment, the parent and student either travel to the school or set up a telephone conference to discuss the program for the year.

Some parents will continue using their present texts and materials. They need help tailoring and enhancing the educational program. Other parents need guidance in knowing what materials to use, based upon their child's learning style and abilities.

How do I obtain texts and materials?

Royal Academy has a lending library open to its students (a book deposit fee is required). Donations of books and materials are appreciated.

Textbooks, computer software and other educational materials are available through the Home Education & Family Services Bookstore which is located on the premises of Royal Academy. The staff is experienced in assisting parents, helping them locate appropriate materials. If necessary, items can be special ordered.

What type of support will I receive?

Each family is assigned a supervisory teacher to assist with the student's educational plan. This teacher reviews your student's progress and program four times during the school year and is available by phone to answer your questions. Continuity occurs because the relationship develops throughout the year with the parent, student, and teacher. This also allows the program to become more fine-tuned to the student's needs as the school year progresses. Guidance counseling for students and families is also available.

How do I document my student's work?

The parent completes a written report at the end of each quarter and includes representative samples of the student's work (book reports, math sheets, research papers, etc.). Students and parents who live nearby also meet quarterly with the supervisory teacher. Where distance is a factor, the parent telephones the office to set up a quarterly "phone" appointment. At the time of the appointment, the parent telephones the supervisory teacher to discuss the student's work and progress.

At the end of the school year, an annual report and a certificate of completion is mailed to the parent. This report summarizes the student's work, subject grades, and, if applicable, credits allotted.

Is there a graduation ceremony?

Royal Academy holds a graduation ceremony for seniors in June each year. All students and family members are invited to attend. Diplomas and transcripts are mailed to those students graduating at other times during the year and they will be recognized at the June ceremony.

Where are Royal Academy alumni now?

Our alumni choose different paths upon graduation. The following areas show the range of pursuits our graduates follow: college, military, workforce, marriage, and family. The staff remains available to help the alumni with future plans.

Royal Academy Application

established 1994



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Please Note: A \$60 Application Fee and a minimum of 1/2 the tuition is due with this form. The remainder is due at the enrollment meeting, as is payment for books and materials.

Application Date _____

Student's Full Name _____ Birth Date _____

Parent/Guardian(s) Name _____ Grade _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Email Address _____

Parents' Occupation (Mo) _____

(Fa) _____

Maine Residents Only School District _____

List all previously attended schools (public, private and homeschool) and grade:

School Name	Address	City	State	Zip	Grade(s)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Has academic testing been done ? Y / N Date _____ Are test results available? Y / N

Are there health issues involved? Y / N If yes, please explain. _____

Educational Questionnaire : Grades 9-12

Today's Date: _____

The purpose of your appointment (check one): ___ enrollment ___ program design

How did you hear about us? _____

By answering the following questions, our staff can assist you in planning an appropriate educational program for your student. Please attach a recent picture of your child.

Child's Complete Name _____ Sex _____

Birth Date _____ Age _____ Grade in this school year: _____

Parent(s) _____

Complete Address _____

Phone () _____ Email: _____

Parent(s)' Occupation _____

Student Education

1. Please circle all grades student has completed.

Home education: K 1 2 3 4 5 6 7 8 9 10 11

Traditional School (Public/Private): K 1 2 3 4 5 6 7 8 9 10 11

2. Has your child been diagnosed as learning disabled? yes no

Describe the diagnosis and how arrived at (eg, testing) and provide copies of results / diagnosis.

3. Is your child receiving special education help such as physical therapy or speech therapy?

Please describe.

4. Who will be the primary tutor for this child? _____

5. How does your child feel about learning? About school? _____

6. **List your child's strengths and weaknesses on a separate sheet of paper and attach to this sheet.**

7. Does your child have special talents? Hobbies? Interests? Describe here. _____

8. What does your child want to learn about this year? _____

9. What 2 to 3 goals do you have for your child this school year? _____

10. Please provide a list of resources (books, video's, human resources, etc.) readily available to you and your child.

The student completes this segment. Please attach a student description of what s/he hopes to accomplish while enrolled in Royal Academy.

1. What are your plans for post-high school? _____

2. How do you want to accomplish your future plans? _____

3. Do you intend to enroll in a college? yes no In what field of study? _____
 Do you intend to enroll in a trade school (business or vocational)? yes no
 Do you want to enter the military? yes no

If the answer to any of the above was yes, have you contacted the appropriate admissions people yet? yes no

4. What year do you think you will complete high school? _____

5. What have you done for service work (volunteer work) and for how long?

6. What are your interests and hobbies? How do you pursue them? _____

7. Have you travelled much? yes no
 If yes, where? When? _____

8. Are you planning to enroll in Royal Academy for all of your high school? yes no
 If no, where are you intending to complete your high school career?

9. Have you been employed? yes no
 What types of jobs have you held?

11. Check off areas that you would like to study this year. Also circle areas of great interest.

Mathematics: _____ algebra, _____ geometr _____ business math, _____ consumer math,
 _____ general math, other: _____

English _____ composition, _____ grammar, _____ poetry
 Reading: _____ strengthen skills
 Spelling: _____ strengthen skills

Science: _____ biology, _____ chemistry, _____ psychology, _____ ecology,
 _____ childhood growth & development, _____ physics, other: _____

Social Studies / History: specific culture _____), specific time period _____ ,
 _____ US History, _____ geography, state study: _____

Fine Art: _____ drawing, _____ music, _____ dance, _____ theater

Physical Education _____

Health _____

Foreign Language: specify: _____

