

Welcome to your student's final year of high school. We realize the prospect of graduating a senior can be challenging, but we are here to help you. Please review this information and contact us with any questions.

SENIOR DOCUMENTS: After enrollment we will email you 2 checklists, as well as your student's current transcript. These are important and should be used as follows:

- **Senior Task Checklist:** steps with deadlines to be completed for your student to graduate.
- **Graduation Checklist:** outlines the classes your senior will need to complete to graduate.
 - This document is not a contract but an outline of how credits have been received and interpreted, and it provides a list of classes to be completed.
 - It is **very important** for parents to review this checklist, compare it to the transcript, make sure all agrees, and make sure your senior takes all classes required for graduation.
- **Current Transcript:** *to be compared to the Graduation Checklist.*
 - Verify that the two match to be sure your student will be taking all required classes and credits.
 - If you see **anything** that raises questions or concerns, please email us ASAP so we may promptly address any problem.

RESPONSIBILITIES: of Parents and New Hope Academy of TN (NHAT)

- **Parent Responsibilities:**
 - Review the Graduation Requirements on our website under Resources, along with your senior's Graduation Checklist and Current Transcript, and inform NHAT of any discrepancies.
 - Ensure your senior takes and completes all required credits and classes to reach graduation.
 - Complete tasks on the Senior Task Checklist; be sure to meet all deadlines.
 - Keep good records.
 - Inform NHAT of any changes in your senior's situation. (Address, phone numbers, email addresses, custody, illness, etc.)
 - Submit fall and spring Attendance & Grade Reports as early as possible, no later than **January 15** and **June 15** respectively.
 - Timely request any needed transcript or documentation.
 - Promptly respond to our requests for needed documentation.
- **NHAT Responsibilities:**
 - Inform you of senior year information and graduation preparation via email and our website.
 - Provide a Graduation Checklist for your student. *You need to review it to make sure it agrees with your records.*
 - Collect and document all reports, test scores, classes, and credits.
 - Keep your student's transcript and provide it upon request.
 - Provide diploma packet upon completion of graduation requirements.
 - Provide a graduation ceremony for those that choose to participate in it.
 - Provide verification of enrollment and requested documentation pertinent to your student.

DETAILED INSTRUCTIONS:

Graduation Checklist: (This is Critical.)

We try to update all Graduation Checklists within 30 days of senior year enrollment. If you do not receive it within this time, please let us know so we make sure you receive this valuable document. Upon receipt, compare it to both the Graduation Requirements and your student's Current Transcript. **As the parent, you are responsible to ensure your student is taking all required classes to meet the graduation requirements, even if taking NHAT's online classes. If you have any questions or concerns about assigned or required classes, contact us immediately.** NHAT's graduation credit requirements are specified in the Graduation Requirements document on our website under Resources. Your student may take additional elective credits (9 credit maximum) but must complete all the required ones.

Senior Task Checklist: (Note the **June 15** deadlines as they are extremely important.)

Please print this out and place it in a prominent location (bulletin board, refrigerator, etc.). The steps are listed in order with due dates and should be checked off when completed. Steps 2 & 3 are optional but recommended for all seniors who may pursue additional education beyond high school.

Scholarship Information: (Listed deadlines MUST be met to be eligible.)

- **TN Promise Scholarship:** If you want your senior to have an opportunity for the Tennessee Promise Scholarship, Click the [TN Promise Link](#) here or on our website under Resources and follow the directions exactly. They will not extend any forgiveness for missing a deadline. Please don't wait until the **November 1** deadline as an unforeseen emergency or computer malfunction could arise on that day. For those that qualify, the scholarship offers two years of community college or vocational school tuition free of charge. There is no problem if you decide not to use it after applying, but you absolutely cannot apply for it later.
- **FAFSA:** For your student to qualify for federal and state scholarships, you will be required to fill out the FAFSA no later than **February 1**. Click the [FAFSA Link](#) here or on our website under Resources to fill it out without charge. (This is a free application; if any site wants to charge you to fill out the FAFSA, you are at the wrong site.)
- **Institutional Scholarships at ETSU and Northeast State Community College:** If your student plans to attend ETSU or NSCC, please contact the college's financial aid office for any scholarships they award. Deadlines for those scholarships are firm (may be as early as December or January) and you do not want to miss them if your student qualifies.

College Dual Enrollment Classes: Some seniors take dual enrollment classes for both high school and college credit. Please be aware that NHAT will need to verify that the class(es) you plan to take will meet the requirement. We will be glad to assist you with this process. You will request the college send NHAT an official transcript to enable us to apply the proper credit for the class(es).

Testing the Senior Year: (REQUIRED before we can print the diploma packet. Please plan accordingly.)

WHO must test? **All seniors** MUST test during their senior year.

WHEN to test? Seniors should test on or before **April 15**. We need to receive test scores on or before **June 15** to graduate your student during this school year.

WHAT kind of test is acceptable? It MUST be a PROCTORED test, and either a college entrance test (ACT, SAT) or a high school achievement test (Stanford, Woodcock Johnson).

- **College Entrance Tests:** We recommend your student take a college entrance test during the fall semester to get a baseline score if planning to attend college. **IMPORTANT:** For both the ACT and SAT, you are considered a **private-schooled** student, **NOT homeschooled**. If you list homeschooled, you will likely pay an **additional \$15 fee to ACT or SAT** to have the score forwarded to NHAT. Test dates, fees, instructions, and required documentation are shown on the ACT and SAT websites and your deadline to take these tests is **April 15**.
 - **ACT:** Click the [ACT Link](#) here or on our website under Resources for information or to sign up.
 - ACT Focus: English, Reading, Science, and same Math as SAT test.
 - You will pay ACT directly.
 - URGENT: List your student as **private-schooled**, NOT homeschooled, and use our school code: **430141**
 - **SAT:** Click the [SAT Link](#) here or on our website under Resources for information or to sign up.
 - SAT Focus: Literature, History/Social Studies, and same Math as ACT test.
 - You will pay SAT directly.
 - URGENT: List your student as **private-schooled**, NOT homeschooled, and use our school code: **430141**
- **High School Achievement Tests:** These are not college entrance exams but will satisfy the requirements for a high school diploma. They both provide detailed information per subject and are proctored.
 - **Stanford Achievement:** See our website under Testing for more information.
 - May be taken in our office in February or March.
 - It is not timed; student works at his or her own pace.
 - **Woodcock Johnson:**
 - May be taken by anyone but is strongly suggested for students with learning difficulties or an IEP.
 - It is administered privately; we can provide proctor contact information upon request.

Reporting:

- **Fall Attendance & Grade Report** is due on or before **January 15**.
- **Spring Attendance & Grade Report** is due on or before **June 15**.
- **Test scores** must be submitted on or before **June 15**.
- Failure to submit all reports by **June 15** *will forfeit graduation* during the current school year *and require re-enrollment* for the following year.
- DO NOT schedule your senior to take a SUMMER class without clearing it with NHAT staff. Doing so will prevent you from submitting reports by the required date.

Transcripts:

- The Senior fee entitles you to up to three (3) official transcripts without charge. Additional transcripts are available for a fee as specified in the Fee Table on our website under Resources.
- Please note we need a minimum of 7-10 days to send requested transcripts. If we do not receive your request at least 7-10 days before it needs to be **mailed**, we cannot ensure it will arrive by the requested date.
- To request a transcript, email NewHopeAcademyTN@gmail.com with all the following information:
 - Senior's full name
 - Parent's name
 - College to which you want the transcript sent
 - Complete college address
 - College fax number if you have it (many colleges will not accept faxed transcripts)
 - Any information about the deadline for submission

Graduation Packet:

- We will mail the graduation packet to the senior after all documents and scores are received, the transcript is updated and complete, and you have verified the address to which you want it mailed.
- It may take several weeks before you receive the packet after we receive the final documentation. The sooner you submit the required materials, the sooner your graduate should receive the graduation packet.
- The packet will include the following:
 - Diploma
 - 3 official transcripts
 - 1 unofficial transcript
 - Completed checklist
 - Transcript instructions

Graduation Ceremony: Participation in the ceremony is optional. Please click on the Graduation Ceremony button on our website under Resources for more information.