



## Handbook

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# 1. Welcome & Overview

Welcome to FreedomSchoolers Academy (FSA)!

FSA is a private umbrella school for Florida homeschooling families. We provide tuition- and fee-free enrollment for compulsory attendance compliance. This handbook is designed to help parents navigate enrollment, records, and academic processes, and to make sure you have everything needed to keep your student in good standing with FSA.

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## 2. Eligibility & Enrollment

### Legal Status

FSA is a **private school for home educators** and a legal entity operating under Florida's private school laws.

- Families enrolled in FSA **do not submit a Letter of Intent to the county Home Education Program (HEP)**. HEP enrollment applies only to families homeschooling under Florida's district homeschool laws.
- Parents are responsible for understanding and complying with Florida private school requirements.

### Eligibility Requirements

- Students must be legal residents of Florida.
- PEP and FES-EO scholarship recipients are not eligible **under scholarship rules**.

### State-Required Enrollment Documents

All state-required documents must be submitted **with your Enrollment Form**, either by uploading directly with the form or by emailing them to **AShaffer@FreedomSchoolers.com**.

### Required Documents (per FL Statutes 1003.22 & 1002.42):

1. **Photocopy of Student Birth Certificate** (Do NOT send originals)
2. **School Entry Health Exam – Florida DH 3040**
  - Must be performed within 1 year prior to enrollment **OR** election of a religious

exemption.

### 3. Immunization Record – Florida DH 680

- Must be current within 1 year prior to enrollment **OR** election of a religious exemption.

#### Notes:

- Students relocating from out-of-state may submit equivalent forms from their previous state, provided they are current within 1 year.
- Official records cannot be issued unless all required documents are on file.

### Religious Exemptions

Parents may elect a **religious exemption** for the Health Exam and/or Immunizations under Florida Statute 1003.22:

- **Health Exam Exemption:** Written request stating objections on religious grounds (FS 1003.22(1))
- **Immunization Exemption:** Written request stating objections based on religious tenets or practices (FS 1003.22(5)(a))

#### Instructions:

- Check the applicable box in the **Statement of Religious Exemption** section of the Enrollment Form.
- No physician, Department of Health official, or standardized form is required.

### Former HEP Families

- If withdrawing from a **Home Education Program (HEP)** in a Florida County, use the **Records Release and HEP Termination Form**.
- Submit the completed form to [AShaffer@Freedomschoolers.com](mailto:AShaffer@Freedomschoolers.com).
- List the County on the Enrollment Form.
- FSA will forward the form to the former HEP with an **Enrollment Verification email**.
- Parents will be **BCC'd** on the forwarded email for their records.

### Former Public or Private School Families

- If withdrawing from a **Public or Private school**, use the **Records Release and HEP Termination Form**.
- Submit the completed form to [AShaffer@Freedomschoolers.com](mailto:AShaffer@Freedomschoolers.com).
- List the Name of the School and Registrar's email on the Enrollment Form.
- FSA will forward the form to the former HEP with an **Enrollment Verification email**.
- Parents will be **BCC'd** on the forwarded email for their records.

### Former Out-of-State Families

- If withdrawing from a non-Florida **Public or Private school or Homeschooling Program**, use the **Records Release and HEP Termination Form**.
- Submit the completed form to [AShaffer@Freedomschoolers.com](mailto:AShaffer@Freedomschoolers.com).
- List the Name of the School and Registrar's email on the Enrollment Form.
- FSA will forward the form to the former HEP with an **Enrollment Verification email**.
- Parents will be **BCC'd** on the forwarded email for their records.

### Enrollment Process

1. Complete the **Enrollment Form**.
2. Submit all required documentation within 30 days of enrollment.
3. After processing, you will receive a **Welcome Email** within 14 days.
4. **Enrollment begins** on the date the Enrollment Form is submitted; FSA does not pre-date or post-date enrollments.

**Parent Responsibility:** Parents must ensure all forms are completed accurately and submitted on time.

#### Links:

- [Enrollment Page](#)
- [Records Release & HEP Termination Form](#)

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## 3. Attendance & Curriculum

- FSA students are in full compliance with Florida's compulsory attendance laws.
- FSA does **not** provide curriculum, textbooks, instruction, or standardized testing.

- Parents are responsible for planning and implementing their student’s education.
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## 4. Parental Responsibilities

Parents are fully responsible for:

- Their student’s education, documentation, and compliance with Florida law.
- Contacting colleges directly for dual enrollment or admissions requirements.
- Ensuring all enrollment documents and records release forms are submitted accurately and on time.
- Communicating changes in a student's enrollment status by submitting the [Withdrawal Form](#).
- Keeping contact information current. Use the [Update Info](#) form to update your address, phone, or email at any time.
- Responding to communications from Freedomschoolers Academy that request information to keep our records up to date.

**Tip:** Keep copies of all forms and communications for your records.

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## 5. Florida Virtual School (FLVS)

- Private school students may take FLVS Flex courses.
- Use **Flagler County** during FLVS registration, regardless of your actual residence.
- FES-UA students will be billed by FLVS for courses.
- Notify FSA via text (386-320-6131) or email (AShaffer@Freedomschoolers.com) for fast approval.
- FLVS handles residency verification for new students.

Link:

- [FLVS Registration Guide](#)

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## 6. Withdrawal Process

- Submit the **Withdrawal Form** when a student leaves FSA.
- Students not properly withdrawn will be administratively removed after their 19th birthday unless an extended enrollment exception applies.
- Parents may also need to submit the **Records Release & HEP Termination Form** when transferring from another program.
- **Important:** Students whose withdrawals are incomplete may be **ineligible to receive diplomas, transcripts, or other official records.**

Link:

- [Withdrawal Form](#)

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## 7. Graduation & Academic Records

### 7a. High School (Diplomas/Transcripts)

- Parents must submit all required enrollment forms to request a diploma or transcript.
- FSA will not post-date transcripts or diplomas.
- Diplomas, transcripts, and other academic records are only available to families with all required enrollment documents on file.

#### Minimum Enrollment Period:

To preserve the integrity of the Academy and prevent misuse of enrollment solely for the purpose of obtaining a diploma, students must be enrolled with FSA for at least two traditional high school quarters (approximately 18 weeks) before requesting a diploma, final transcript, or graduation verification.

Exceptions may be considered only in unusual or compelling circumstances at the discretion of the Administrator.

- **Link:**
  - [High School Transcript Request Form](#)
  - [Diploma Request Form](#)

## 7b. K–8 Academic Records

- Parents may request progress reports, grade summaries, or other academic records.
  - Templates are available for download.
  - Parents are responsible for completing and submitting these requests.
  
  - Link:
    - [Kindergarten and 1–8 Academic Record Templates](#)
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## 8. Periodic Enrollment Survey

- FSA may email a brief survey to ensure withdrawals and records have been properly submitted.
  - Parents are responsible for responding promptly to keep records accurate.
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## 9. General Policies

Freedomschoolers Academy cannot issue or complete letters, verifications, transcripts, diplomas, work waivers, or any other official records unless all required enrollment documents are on file.

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## 10. Support & Sustainability

- FSA is tuition- and fee-free, supported by voluntary donations.
- Even a small contribution of \$5/month per family covers essential costs.

**Tip:** Donations help FSA remain operational and provide consistent support.

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## 11. State Scholarship Information

- Parents are responsible for ensuring scholarship eligibility, applications, and compliance.
- Parents must follow program rules for billing and documentation.
  
- **Helpful Links:** [FES-UA Scholarship Information](#)

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## 12. Teacher & Student IDs

- IDs are available for students and parents (as teachers).
- Photo IDs are optional but must follow FSA photo requirements.
- Link: [Student/Teacher ID Request Form](#)

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## 13. Communication & Contact

- Preferred method: Text to 386-320-6131
- Email: [AShaffer@Freedomschoolers.com](mailto:AShaffer@Freedomschoolers.com)
- Office hours: Weekdays, varies by Administrator availability; No Saturdays, limited Sundays
- Expect responses within 1-7 business days
- Update parent mailing address, email, or phone number via the [Update Info](#) form.

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## 14. Special Circumstances / Exceptions

- Extended enrollment exceptions, legal name changes, or custody orders may apply.
- Parents must submit proper documentation and forms as required.

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## 15. Privacy & Record Handling

- Records are securely stored and released only to authorized individuals.
- Parents are responsible for requesting forms and maintaining copies for their files.

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## 16. Quick Reference Section / Checklists

- **Enrollment:** Submit Enrollment Form, Records Release or HEP Termination Form (if applicable), and all required state documents
- **Withdrawal:** Submit Withdrawal Form

- **Academic Records:** Request forms submitted for diplomas, transcripts, or K-8 progress reports
  - **FLVS:** Notify FSA after course enrollment
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## 17. Optional Annual Contribution

Freedomschoolers Academy does not charge tuition or mandatory enrollment fees. Families who wish to support the Academy's administrative operations may make a voluntary annual contribution.

Suggested tiers:

- \$25 – Covers basic administrative costs
- \$50 – Supports recordkeeping, enrollment verification, and compliance
- \$100 – Sustains FSA and assists families who cannot contribute
- Any amount – Every donation is greatly appreciated

This contribution is entirely optional and is not required for enrollment, services, or diploma eligibility. Your support helps FSA remain tuition-free and accessible to all families.

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## 18. Forms, Templates, and Policies – Quick Access

### Official Policies

- [Freedomschoolers Academy Policies \(latest version\)](#)

### Enrollment & Student Info

- [Enrollment Form](#)
- [Student/Teacher ID Request Form](#)
- [Records Release & HEP Termination Form](#)

### Academic Record and High School Transcript Forms

- [Academic Record and High School Transcript Forms](#)
- [Diploma Request Form](#)

### Withdrawal & Enrollment Verification

- [Withdrawal Form](#)
- [Enrollment Verification](#)

## Sports

- [EL12V FHSAA Form](#)

## Work / Government Forms

- [Work Waivers](#)
- [Social Security or other government forms](#)

## FLVS

- [FLVS Registration Guide](#)

## Other Helpful Links

- [Freedomschoolers Academy Families Facebook Group](#) – Private group
- [Freedomschoolers Academy FAQs](#)
- [Florida Department of Education Private School Database](#) - Search under Flagler County
- [FES-UA Scholarship Information](#)
- [Bright Futures Handbook](#)