



Family Tree Private School

PARENTS: PLEASE COMPLETE THIS GUIDANCE CONSULTATION FORM

Guidance Consultation” is required for all 8th – 12th graders annually, or when remediation is necessary due to testing averaging below 41%

Student name: _____ Date: _____ Grade Level: _____

Parent name: _____ Phone: _____

PARENTS: DURING THE UPCOMING GUIDANCE CONSULTATION, WE WILL BE DISCUSSING THE FOLLOWING QUESTIONS. IN ORDER TO UPDATE MY RECORDS AND HELP YOU WITH ANY CONCERNS, PLEASE HAVE YOURSELF AND YOUR STUDENT REVIEW AND ANSWER THE FOLLOWING QUESTIONS. RETURN THIS QUESTIONNAIRE. THE DIRECTOR WILL CONTACT YOU IN THE NEAR FUTURE FOR A GUIDANCE CONSULTATION TO GO OVER QUESTIONS. THANK YOU!

STUDENTS: During Guidance Consultation, we will be discussing your plans and answering any questions you have. This may include academic goals, college aspirations, vocational plans, apprenticeships, and how seeking guidance from God can make your plans successful. We will also discuss how to help you and your family can prayerfully work together to meet the goals you have for your education.

ANSWER “YES”, “NO”, OR PUT “NA” (For not applicable)

1. Do you understand that your student will be required to take an annual test?

The Promotion Policy outlines 5 testing options that will satisfy the requirement for annual testing. The test is required for students to be enrolled in the following school year. For formal, standardized testing, always list your student as a “Private School Student”, not as a homeschooler. The SAT and ACT require our school code which is 101-618.

2. Did you, or will you make arrangements to send in this year’s required test results before the beginning of next school year?

Testing can be completed anytime during the final quarter of the school year, the summer term, or within the first two months of the following school year. Parents can mail or fax a copy of the test to PO Box 775, Lee, FL 32059, or fax number 561-383-6956.

3. Do you stress to your student to have acceptable behavior and appropriate (descent) dress?

Though this is subjective, the basic guideline is clean, neat, and modest. Style is up to the individual.

4. Did your student participate in private school classes, or classes with The Florida Virtual School, Dual Enrollment, scholarships, or other program? If so, which ones:

It is the parent’s responsibility to make sure that Family Tree Private School is informed in time to submitted information or permission in a timely manner. Family Tree must be informed of any processes, requirement to grant permission, requirement to submit transcripts or any other requirement in a timely fashion so that it has time to respond before any deadlines, otherwise your student may not be able to participate.

5. Did the student register *only as a private school student* in these programs, or for testing?

Some homeschool groups have activities that do **not** require you to identify yourself as a private school enrolled student. This can be true even for some of their testing. This is permissible.



Family Tree Private School

PARENTS: PLEASE COMPLETE THIS GUIDANCE CONSULTATION FORM

Listing as a private school student is required when dealing with any governmental agency, or larger institutions wherein they need the proper legal status of your student to allow them to be eligible for funding, or require your student to be reported as a private school student due to their policies.

6. If your student is between 15 years old and younger, did they have proper adult supervision during school hours? The person must be age 21 or older.

7. Did the parents choose/purchase curriculum, or arrange for classes to assign?

Parents may use a tutoring center or other academic program for any curriculum planning as long as it adheres to the Minimum Standards Benchmarks for grades K-8, or one of the Diploma Options for grades 9-12.

8. Do you and your student understand that for graduation, the student must submit a graduation letter and \$50 fee with the final month's tuition to cover administrative costs of processing graduation records & a High School Diploma?

The "Graduation Letter" has no specific format. It is a time for the seniors to reflect upon their senior year and express any thoughts they may have about their education experience.

9. Do you have specific questions regarding the five-year plan, choice of Diploma Option (in the High School Packet) & processing high school records (in the Policies)? Please Explain.

10. Do you understand that any changes in student work, as reported on the Monthly Reports, which vary from the "Five Year Plan" can affect the awarding of credits & eligibility for taking classes, or earning scholarships offered by the state & other organizations?

The Five Year Plan begins in 8th grade, and is the plan for completing requirements for graduation. The student picks a Diploma Option and completes work, being promoted to the next grade levels according the "Promotion Policy". If the student does not follow the track of the diploma option they picked for graduation, they will not graduate. For example, if you do not have your student complete the last year of English (English IV), then they cannot graduate. Not completing a class that is required before another class can be taken, can make the student ineligible for a class. For example, You may not be allowed to take Algebra 2 with Florida Virtual School if Algebra 1 is not completed first. Also, scholarship organizations may require you complete extra courses that are not on our Diploma Options, such as 2 years of a foreign language, or four years of specific levels of math in order to be awarded the Bright Futures Scholarship. Meeting all individual school, or scholarship program requirements is the responsibility of the parent. The best action to take is to call the school or scholarship organization directly, and ask them their requirements early enough, so that you can make sure your student takes the appropriate electives and advanced courses.

11. Did the student plan to earn credit "on the job"? If so, it will require an instructor to verify progress. (See Policy for details).

There is an OJT Form to be completed and returned to Family Tree Private School.

12. Do you understand as parents and students, that scholarship application deadlines and academic requirements for scholarships such as Bright Futures, is the responsibility of parents. A \$60 Scholarship Application fee is to be paid to Family Tree Private before the school can make arrangements for school eligibility, completion of the verification processes, meeting transcript submissions deadlines, etc. for each scholarship you choose. Send in a request and a \$60 fee.

The request for Family Tree to submit transcripts for your student as part of the scholarship process takes time. For this reason it is important to let Family Tree know early. The "Request for Scholarship Processing" and fee is not your application for the scholarship itself – this must be done by the parent directly to the scholarship entity. These organizations will answer all of your questions when



Family Tree Private School

PARENTS: PLEASE COMPLETE THIS GUIDANCE CONSULTATION FORM

you call them directly. The "Request for Scholarship Processing" Application and fee to Family Tree is for the school to process its requirements. The \$60 fee can be paid through the donation link or sent in a check. Contact the institution or organization directly early in the student's junior year for requirements that must be met by you and your student.

13. Did your student score at the 41st percentile (as an average) or above on their test last year? If not, what subjects need remediation?

The "Grade Validation Academic Standard of Mastery" Policy explains the result of testing that results in a score below the 41st percentile. Transcripts will show "I" for Incomplete in the box indicating graduation if the overall percentile ranking is below 41%. Yet, a "Provisional" Standard Diploma may be awarded for purposes of graduation ceremonies, and to validate provisional graduation status until testing is submitted with an average score of 41% or above. If the student wants to choose to graduate with a Vocational high school Diploma without submitting higher test score, he or she may.

Also, students will have their final grades adjusted based upon the results of a standardized test according to the following scale. "A" grades are equivalent to an average score at the 60th percentile or above on a standardized test;

"B" is equivalent to an average score of 51-59 % on a standardized test; "C" is equivalent to an average score of 41-50% on a standardized test.

14. Do you need alternative testing methods or assessments, or testing modifications, such as those used for disabled students in order to meet the annual testing requirement? If so, what accommodations, modifications, or alternative testing will you make for your student? AND Why does your student need this?

If your student believes he or she should graduate even if their test scores are below the 41st percentile, then alternative testing or assessment must be approved. This allows the student to show mastery of a subject even though a standardized test did not validate that they knew the material. Alternative testing or testing modifications must be documented stating, what are the alternative assessments, such as portfolio review, submission of work product, etc.; and why are these alternatives necessary, such as when a student has a diagnosis of a learning disability or test anxiety. When the explanation of the alternative testing is given, including a description of the alternative assessment and why it is warranted, then a student may complete graduation requirements without meeting the 41% minimum standardized testing requirement.

15. Do you understand that the final grades and GPA will be adjusted based upon the results of a standardized test according to the Grade Validation and Promotion Policies?

The summary of these policies is that final grades will be adjusted based upon the results of a standardized test according to the following scale. "A" grades are equivalent to an average score at the 60th percentile or above on a standardized test; "B" is equivalent to an average score of 51-59 % on a standardized test; "C" is equivalent to an average score of 41-50% on a standardized test. For example if a student has straight A,s, but testing averages at 52%, then the As would be dropped to Bs.

16. Do you have subjects that need remediation? If so, which courses, and what methods of remediation will be pursued?

As a parent, it is your responsibility to intervene when your child struggles academically. Methods of remediation may include using a tutor, breaking assignments down into smaller units, repeating the material, or changing curriculum for example.

17. Do you have any other questions?

The best days and times to contact you for consultation is: _____



Family Tree Private School

PARENTS: PLEASE COMPLETE THIS GUIDANCE CONSULTATION FORM

STUDENT RECORD

This is kept in student files (8th grade and up), to update during Guidance Consultations

Name: _____

Expected Graduation Date: _____

Summary of Strengths (personal and academic):

Academic and Educational Achievements/Training (GPA, Special Courses,):

Extra-Curricular Activities:

Awards/Honors/Achievements:

Work History:

Volunteer History:

Interests/Goals: