

Instructions for filling out your application for PHEA

Please read this page (front and back) carefully and refer to it as necessary while filling out your application.

1. **Parents or Guardians:** Only the parents or guardians of the students listed on the application may be entered. They must sign the application on the back in order for the application to be approved.
 - The parents or guardians listed on the application must oversee at least fifty percent of the student's schooling. Do not list any other people who may be helping you home school your students (including your parents, siblings or friends) unless they have legal guardianship.
 - At least one parent or guardian must have a high school diploma or GED. If only one parent has a diploma, they should do the majority of the schooling.
 - If you are the guardian of a student, you must submit a copy of the guardianship papers.
 - If the parents are divorced, but have joint custody, both parents' names must be on the application and both must sign the application. If you are divorced and remarried, you may list both your name and your new spouse's name as long as your ex-spouse doesn't have joint custody of the students.
 - Persons sharing the same home, may only apply for the students of whom they have custody. You may not apply to home school other children in the home unless you have guardianship.
2. **Street address:** List the address of the location where the student resides.
 - For missionaries, list the address you use to maintain South Carolina residency – this can be the address of your own property, or the address of a parent or family member – wherever you reside while on furlough. List your foreign address or missions address in the section for mailing address. Please indicate where you wish to receive any correspondence. We only mail correspondence within the United States.
3. **Diploma or GED:** FOR NEW APPLICANTS ONLY: Please enclose a copy of your high school diploma or GED certificate with your application. A copy of a higher degree or an official transcript from your college is also acceptable.
4. **School District:** Please state the school district that you live in and its number (please note: some districts, including Greenville and Pickens counties do not have district numbers). If you do not know your school district or number, call the nearest school, or ask a neighbor who has children in public school.
5. **In the section asking if you are withdrawing your student from public/private school, renewing, etc. please check the ones that applies to your situation at the present time.**
 - a. If you are withdrawing your students from public school, you need to get a copy of your students' grades and attendance record for your file. The schools are legally required to give this information to any parent that requests copies. If your student is in high school you need to get an official transcript from the school documenting the work your student has done for high school. Please include a copy of this transcript with your class ranking form. We will only give verbal or email verification of your homeschooling status to your students' school or school district.
 - b. If you are renewing with PHEA, your year end completion form and renewal application must be submitted by July 31. If your renewal application is later than July 31, please include a \$20 late fee. **The late fee only applies to families who are renewing.**
6. **If you answer yes to any of the questions in the section asking if you have had any problems with local authorities, if your student has been suspended, expelled or truant, or if you work outside the home, you must submit an explanation on a separate piece of paper.** We need to know a little bit about the circumstances of any such situation in order to provide you with the best help and legal coverage possible. Answering yes to any of the above questions does not mean your application will not be approved; however we cannot approve your application without an explanation. In answering the question about both parents working outside the home, we need to know your plan for providing supervision of the student while you are gone and also a basic plan of when you will do the schooling.

- a. *If at any point during the school year you are contacted by any authorities concerning your homeschool, you must contact PHEA immediately. If you do not, your approval to homeschool may be revoked. Local authorities include officials from a school or school district, any one from the department of social services, and the police.*
 - b. *If for any reason your students are taken from your home either by the department of social services or anyone else, or if your student is sent to jail or the department of juvenile justice, you must contact us immediately. Failure to do so may result in your membership being permanently revoked.*
 - c. *If your students are under a court order that does not restrict them from being homeschooled, you must submit a copy of the court order with your application.*
 - d. *If your students are under a court order to attend a public school, you may not apply to homeschool.*
7. **Names and Grades of Children:** We cannot process your application without this information. The only children you may list on the application are the ones for whom you are the parent or legal guardian. In order to home school someone else's child you will need to obtain educational guardianship (please speak to us to learn what you must do in this situation). Please list the students' full name as well **as the grade that they will be in for the school year for which you are applying.** Please initial the word that best describes your relationship to each student. You must be the parent or legal guardian to each student in order to home school them. We will not give out your students names unless you authorize us to do so.
8. **On the back (or second page) of the application please read carefully the seven items under the heading Declaration of Compliance.** These are the things you are legally required to do in order to home school. Failure to do these things will result in permanent revocation of your membership. PHEA does reserve the right to review your records at any time for any reason. If you are requested to send your records for a records review, we will send them back to you. Failure to comply with a request for a records review may result in permanent revocation of your membership. If membership is revoked, the local school district will be notified.
9. **Signature:** By signing the application you agree to do the things listed in the section headed Declaration of Compliance. Failure to comply with these things will result in revocation of your membership. Only the parents or legal guardians listed in the section headed Parents or Guardians may sign the application. If possible please have both parents sign. If you are divorced but share custody with your ex-spouse, both people must sign the application. We cannot accept your application if it is not signed, or if it is not signed by the correct people.
10. **Fees:** Please submit the membership fee with the application. Please include the fee for high school students as well-this fee is per high school student. when submitting application. The class ranking form should be emailed using our excel class ranking form. Please include this when submitting application. We cannot process your application if it is not accompanied by payment and in the case of high school students, the class ranking form. After your application has been processed, the membership fee will not be refunded, even if you decide not to home school. If your renewal application is later than July 31, please include a \$20 late fee. **The late fee only applies to renewal applications. Regarding the class ranking form, please fill out the excel form from the website and email it to us. It is helpful to have the current year's courses listed as in progress. Please also include copies of their standardized test scores, if any. PHEA requires standardized testing for high schoolers (unless they are special needs students). If you have questions on this please contact us so we can work with you. Your application will NOT be processed without the class ranking form.**

Please check your application carefully to make sure everything has been filled out correctly. We try to process your application as quickly as possible, however if we are lacking any information your approval may be delayed. If you have any questions please email phea@fastmail.com or call 864-395-6086.

Check one more time. Did you:

1. **Sign your application? (Both sides if you are renewing.)**
2. **Enclose a copy of your diploma (if applying for the first time)?**
3. **Enclose your application fee?**
4. **Email class ranking form for students in grades 9 – 12? (one form per student)**