

ACCELERATED CHRISTIAN EDUCATION MINISTRIES®

DUAL Enrollment HANDBOOK



LIGHTHOUSE CHRISTIAN ACADEMY

Reaching the World for Christ . . . One Child at a Time®

Lighthouse Christian Academy

**Phone:**

866-746-6534

**Email:**

dualenrollment@lcaed.com

**Address:**

P.O. Box 508
Hendersonville, TN 37077-0508

**Fax:**

615-612-6126

**Website:**

www.lcaed.com

This handbook contains general information regarding the Lighthouse Christian Academy (LCA) Dual Enrollment Program's administration, procedures, and fees. LCA reserves the right to change items contained in this handbook. Effective dates for all changes are at the discretion of the Academy and may apply to each student enrolled at the time.

Accelerated Christian Education Ministries
P.O. Box 508
Hendersonville, TN 37077-0508

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INTRODUCTION

Our History

Lighthouse Christian Academy began as Missionary Accelerated Christian Education (M.A.C.E.) in 1978. The original purpose of the Academy was to allow missionaries to educate their children through a distance-based school. In 1984 the name was changed to Living Heritage Academy (LHA), and the program was expanded to allow nonmissionary families who were becoming a part of the growing homeschool movement to take advantage of the Accelerated Christian Education® (A.C.E.®) distance-learning program. On June 14, 1991, LHA honored its graduating seniors with the First Annual Graduation Ceremony held at LHA Corporate Offices in Lewisville, Texas. At the beginning of the 2001–2002 school year, LHA's name was changed to Lighthouse Christian Academy (LCA) to reflect the new mission of being a shining beacon to the world. The Academy has faithfully served its families for over 35 years. There are currently over 4,000 students in over 60 countries enrolled in LCA.

The goal of LCA is to serve as an extension of the Bible-believing Christian home and local church, working harmoniously with parents to achieve God's purpose for their child. This training takes place on three levels: what we say, what we do, and what we are.

Successful Biblical training teaches the child to view life from God's perspective and to build a Christian worldview (Proverbs 22:6, Deuteronomy 6:5–7). LCA operates for the purpose of providing daily instruction for children in all branches of knowledge, from the previously stated perspective, with the objective of preparing them for a lifetime of service.

In 2003 LCA began offering the LCA Dual Enrollment Program, designed especially for schools using the Accelerated Christian Education curriculum that have earned Model or Quality Status.



Eligibility

The LCA Dual Enrollment Program is offered to students attending on campus at schools using the A.C.E. program and curriculum that have earned Model or Quality Status.

Students must currently attend the school on-site and full-time; homeschool students are not eligible to participate in the Dual Enrollment Program. Schools must submit an application, fee, and needed documents for each student applying.

Enrollment Period

The dual enrollment school year begins July 1 and ends June 30. Students are enrolled for the current school year or until they complete their current level, whichever is completed first. Students may complete two levels in one year, but they must enroll with LCA for each level.

International schools that do not follow the same school year as the United States may be granted different deadlines accordingly. Any changes to LCA's stated timetable must be approved by LCA. Please contact the Dual Enrollment Coordinator if you have any questions.



Enrollment Deadline

For enrollment and accreditation purposes, each student seeking to enroll in this program applies at the beginning of each school year. This will allow LCA to validate and walk through the entire academic year with the student. **The deadline for dual enrollment is October 15. Applications for all students enrolling and reenrolling must be postmarked or faxed no later than October 15 each year.** Only a transferred student into the dual school can enroll at a later date. LCA desires to ensure that plenty of time is given for the school to inform parents of this option and to encourage them to see the benefits their students can gain from accreditation.



Graduation Requirements

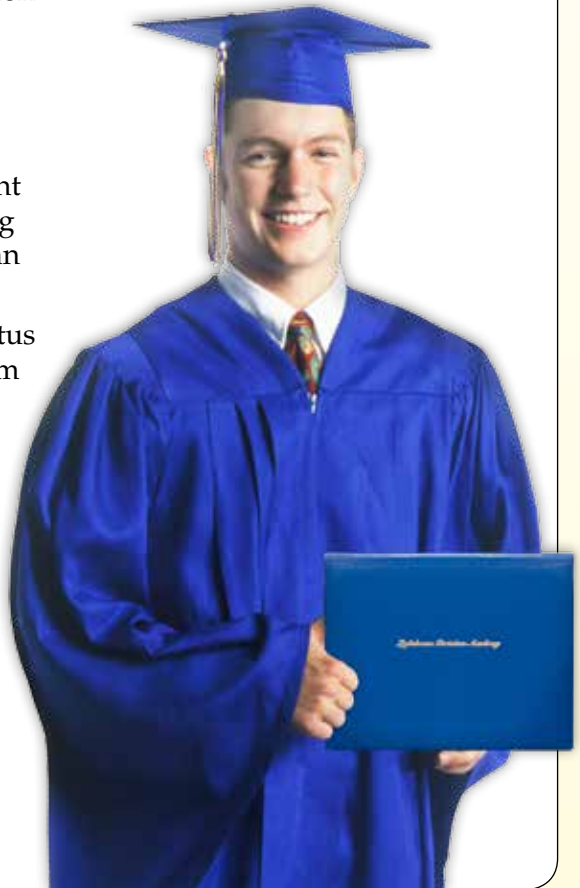
We encourage you to view our LCA Courses of Study on pages 15–18 before applying for the Dual Enrollment Program, as LCA requirements may differ from those in the A.C.E. *Procedures Manual*. High school students will be given a projected course of study based upon these requirements, which will place them on the right track to graduate with an accredited LCA diploma. Students will not receive an LCA diploma until they have met all academic requirements and the dual enrollment graduation policy.

Dual Enrollment Graduation Policy

Students seeking to graduate through the LCA Dual Enrollment Program must meet the following requirements prior to receiving an LCA diploma:

- Attend a Model or Quality Status school using the A.C.E. system for at least the senior year.
- Submit an application and current and previous official transcripts by October 15. The transcripts will be thoroughly audited. Acceptance will be dependent upon the audit and whether the student will meet all academic standards required by LCA for graduation. Seniors must be enrolled no later than October 15 of their senior year.

- Earn a minimum of six credit hours through LCA and enroll in LCA for a minimum of six months preceding graduation.
- Pay the graduation fee of \$50 in addition to the Dual Enrollment Program fee.
- Complete all LCA graduation requirements as indicated on the LCA Academic Projection to the satisfaction of the administration.
- Fulfill all financial obligations.



ACCREDITATION

The Academy was awarded full accreditation status as a distance-education provider by Middle States Association Commissions on Elementary and Secondary Schools (MSA-CES), National Council for Private School Accreditation (NCPSA), and Accreditation International (Ai). Ai is a recognized member in good standing with the Council on Occupational Education (COE) and the International Council for Education.

Schools dual-enrolling their students with LCA should understand that **LCA's accreditation does not extend to cover their schools or curriculum by themselves; only students who are enrolled in LCA** receive the benefits of LCA accreditation. Schools may not claim LCA accreditation as their own.

A.C.E. is not an accreditation agency. Model or Quality Status from A.C.E. is not indicative of accreditation.

Advantages

Schools that have earned Model or Quality Status have found many advantages in dual-enrolling with an accredited distance-education school. Earning an accredited diploma may benefit the student in the following ways:

- **Official Records**

Accreditation ensures that the official records of each student are maintained and permanently kept for future reference, transcripts, and continued education possibilities.



- **Transfer of Credits**

Accreditation eases the transition of students as they move from one accredited organization to another. The ease of transfer applies across the nation through reciprocal agreements between the accrediting agencies.

- **College Admissions**

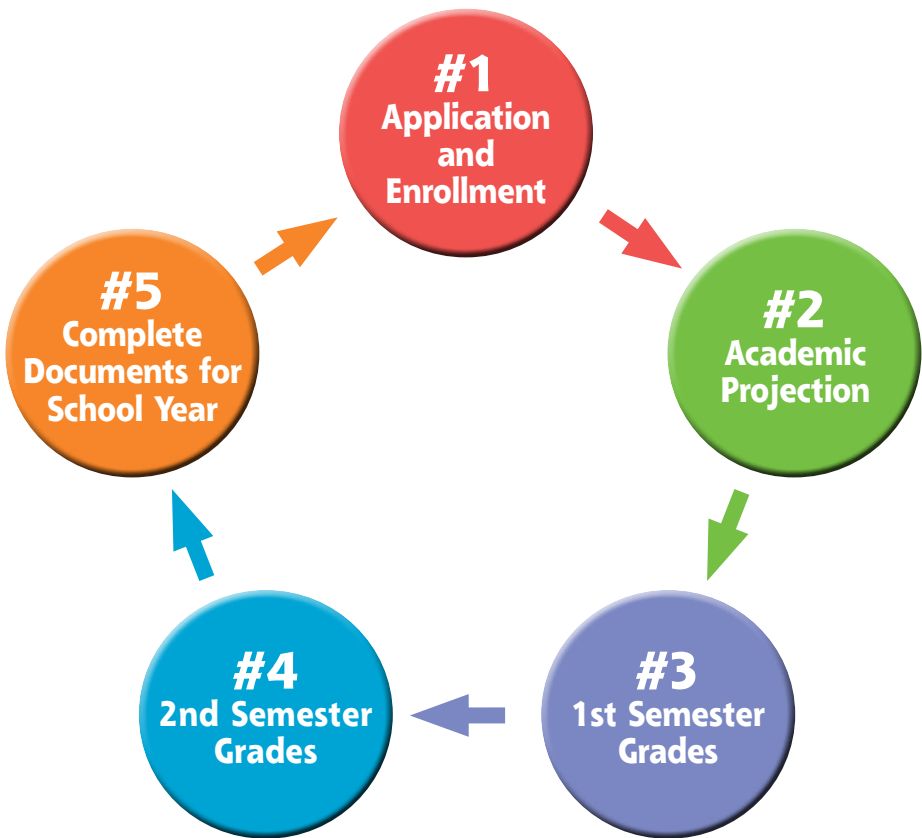
Accreditation aids students who seek admission to accredited colleges and universities.

- **Access to Programs**

Accreditation aids students as they participate in sports programs, pursue admission to accredited colleges, or apply for federal grants.



Dual Enrollment Process





Application and Enrollment

1. Submit an application for each student to Lighthouse Christian Academy. Applications are located at www.lcaed.com on the Dual Enrollment tab.
2. Include each student's current school transcript, previous school's transcript, Academic Projection for high school students, student's birth certificate or passport, and verify highest level completed.
3. Include payment with application. Seniors must pay an additional \$50 graduation fee.
4. Send by fax, email, or post mail.
 - Fax: 615-612-6126
 - Email: dualenrollment@lcaed.com
 - Address: P.O. Box 508, Hendersonville, TN 37077-0508
5. The enrollment office will process the application. The Dual Enrollment Coordinator will then contact the school to confirm enrollment is complete. The coordinator will confirm what track the student will be assigned (Honors, College Preparatory, General, or Vocational) and answer any questions the school might have at the time.
6. Validation process: The coordinator will review the student's records/transcripts and all other school documents, comparing them with the current school's transcript. Credits should be clear and confirmed. International schools may require additional verification if the credit system is not used.

#2 Academic Projection

Academic Projection

1. An Academic Projection will be set up for each student based on the LCA Course of Study requirements and the track that is assigned to the student. See page 14 for more information about Academic Projections.
2. Once the Academic Projections are set up and approved by LCA, the coordinator will contact the school by email. From the LCA Parents' Link, the school will be able to view and approve the Academic Projections for its students who are dual-enrolled with LCA.
3. Upon approving, schools should print copies of the Academic Projections for school records.
4. If any changes are needed, contact the Dual Enrollment Coordinator. The Coordinator will contact the school if clarification is needed.



#3 1st Semester Grades

First Semester Grades

1. First semester grades are due when the school has completed its first semester. Typically, when Student Progress Reports are sent home to parents, copies of Supervisor's Progress Cards should be sent to LCA. Supervisor's Progress Cards can be sent by fax, email, or regular mail.
2. First semester grades are needed to evaluate student progress and to be sure students are on track academically. To avoid a \$50 late fee per student, grades must be received no later than February 15. (International schools with different LCA-approved school years must contact the Dual Enrollment Coordinator to receive an alternative deadline.)
3. Once the Supervisor's Progress Cards are received, grades will be entered into the LCA management system and will be visible on the Parents' Link. The Dual Enrollment Coordinator will notify the school by email that the grades are posted for review.
4. We recommend schools access the Parents' Link throughout the year to verify that academic records are correct. See page 27 for more information about the Parents' Link.





Second Semester Grades

1. Second semester grades are due when the school has finished their school year. Copies of students' Supervisor's Progress Cards and final transcripts should be sent to LCA.
2. To avoid a \$50 late fee per student, second semester grades must be received no later than June 30. (International schools with different LCA-approved school years must contact the Dual Enrollment Coordinator to receive an alternative deadline.)
3. Once the Supervisor's Progress Cards are received and grades are recorded, the Dual Enrollment Coordinator will notify the school by email when the grades are posted for review on the Parents' Link.
4. We recommend schools access the Parents' Link throughout the year to verify that academic records are correct. (See page 27 for more information about the Parents' Link.)

Extension Guidelines:

- Extensions must be approved through the Dual Enrollment Coordinator.
- Students must only have a few PACEs left to complete for their current school year, as determined by the most recent LCA-approved Academic Projection's "current subjects" section or Progress Report.
- Students must continue to work at the school; **homeschooling of students is not allowed.**
- Extension fee of \$75 per student must be paid.

#5 Complete Documents for School Year

Complete Documents for School Year

1. After second semester grades are received by LCA, notify the Dual Enrollment Coordinator in writing of any students who are withdrawing or for any transcript requests.
2. For a student ready to graduate, a final transcript including a graduation date is required from the school in addition to a Supervisor's Progress Card. Once all documents are submitted and validated by the Dual Enrollment Coordinator, a diploma may be requested. Allow a minimum of 2 weeks for LCA to validate the student's records and process the diploma.
3. Students planning to attend a college or university outside the United States may need an apostilled transcript and diploma. Apostilles take 3 weeks or longer to process. It is imperative these documents are requested as soon as they are known to be necessary. See page 31 for more information about apostilles. Authentications may also be requested and usually take about 4 to 8 weeks to process.



POLICIES AND PROCEDURES

Transferring Credits

LCA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all, credits from the previous high school(s) are accepted and recorded on the student's permanent transcript. LCA accepts transfer credits in no less than half-year increments. The student must then complete the minimum required course of study to receive an accredited LCA diploma.

Academic Projection

Each student of LCA enrolled in Level 9 or higher will receive an Academic Projection each year from the Dual Enrollment Coordinator. The student's Academic Projection will be based upon one of the four courses of study offered by LCA and will determine what type of diploma the student will ultimately earn. See the Course Requirements on pages 15–18.

The Dual Enrollment Coordinator will produce the student's Academic Projection after the course of study is agreed upon, listing all courses required for completion before an LCA diploma may be issued. The school will receive notification by email that the Academic Projection is ready for approval.

Each year after reenrollment, the Dual Enrollment Coordinator will update the projection to reflect the student's ongoing progress and completion of academic requirements.

The dual enrollment fee covers only courses assigned as "current" on the Academic Projection. The signed Academic Projection is considered a contract of all academic requirements between the school and the Academy. Completion of a course of study will be based upon completion of the most recently signed Academic Projection.



Course of Study Requirements

<h1 style="margin: 0;">Lighthouse Christian Academy</h1> <h2 style="margin: 0;">HONORS DIPLOMA</h2> <p style="margin: 0;">Required Courses</p>				Minimum Credits Required
Core	Math	Algebra I	1.0	4.0
		Geometry	1.0	
		Algebra II	1.0	
		Trigonometry	0.5	
		Pre-Calculus/Mathematics	0.5	
	English	English I	1.0	5.0
English II		1.0		
English III		1.0		
English IV		1.0		
English Composition II		1.0		
Social Studies	World Geography	1.0	4.0	
	World History	1.0		
	American or National History	1.0		
	U.S. Civics and Economics	1.0		
Science (Labs Required)	Biology	1.0	4.0	
	Physical Science	1.0		
	Chemistry	1.0		
	Physics	1.0		
Bible	New Testament Survey (Required)	1.0	3.0	
	Old Testament Survey (Required)	1.0		
	Choose One of the Following: Life of Christ	1.0		
	New Testament Church History	1.0		
Noncore	Etymology	1.0	8.0	
	Computer Science	1.0		
	Speech	0.5		
	Music	0.5		
	Foreign Language	2.0		
	Health	0.5		
	Personal Finance	0.5		
	Physical Education – Maximum of 2 Credits	2.0		
	Total Minimum Required Credits			28.0

An Honors student must have a 94% average and score at least 22 on the ACT or 1000 (Critical Reading and Math scores combined) on the SAT.

Lighthouse Christian Academy

COLLEGE PREPARATORY DIPLOMA

Required Courses

Minimum
Credits
Required

Core	Math	Algebra I	1.0	4.0
		Geometry	1.0	
		Algebra II	1.0	
		Trigonometry	0.5	
		Pre-Calculus/Mathematics	0.5	
English	English I	1.0	4.0	
	English II	1.0		
	English III	1.0		
	English IV	1.0		
Social Studies	World Geography	1.0	4.0	
	World History	1.0		
	American or National History	1.0		
	U.S. Civics and Economics	1.0		
Science (Labs Required)	Biology	1.0	3.0	
	Physical Science	1.0		
	Chemistry or Physics	1.0		
Bible	New Testament Survey (Required)	1.0	2.0	
	Choose One of the Following:			
	Old Testament Survey			
	Life of Christ	1.0		
	New Testament Church History			
Noncore		Etymology	1.0	9.5
		Computer Science	1.0	
		Speech	0.5	
		Music	0.5	
		Foreign Language	2.0	
		Health	0.5	
		Personal Finance	0.5	
		Physical Education – Maximum of 2 Credits	2.0	
		Electives	1.5	
	Total Minimum Required Credits			

Lighthouse Christian Academy

GENERAL DIPLOMA

Required Courses

Minimum
Credits
Required

Core	Math	Algebra I	1.0	3.0
		Geometry	1.0	
		Business Math or Courses Below PACE 1097	1.0	
	English	English I	1.0	4.0
		English II	1.0	
English III		1.0		
English IV		1.0		
Social Studies	World Geography	1.0	4.0	
	World History	1.0		
	American or National History	1.0		
	U.S. Civics and Economics	1.0		
Science (Labs Required)	Biology	1.0	2.0	
	Physical Science	1.0		
Bible	New Testament Survey (Required)	1.0	2.0	
	<i>Choose One of the Following:</i>			
	Old Testament Survey	1.0		
	Life of Christ	1.0		
	New Testament Church History		2.0	
Noncore		Etymology	1.0	9.0
		Computer Science	1.0	
		Speech	0.5	
		Music	0.5	
		Health	0.5	
		Personal Finance	0.5	
		Physical Education – Maximum of 2 Credits	2.0	
		Electives	3.0	
Total Minimum Required Credits			24.0	

Lighthouse Christian Academy

VOCATIONAL DIPLOMA

Required Courses

Minimum
Credits
Required

Core	Math	Minimum of 48 PACEs as Diagnosed Add Business Math if Needed	4.0	4.0
	English	Minimum of 48 PACEs as Diagnosed	4.0	4.0
	Social Studies	Minimum of 48 PACEs as Diagnosed	4.0	4.0
	Word Building	Based on Diagnostics Assign Etymology Where Possible	?	?
	Science	Minimum of 48 PACEs as Diagnosed	4.0	4.0
	Bible	New Testament Survey (Required) Life of Christ	1.0 1.0	2.0
Noncore		Computer Science	1.0	
		Health	0.5	
		Physical Education – Maximum of 2 Credits	2.0	
		Electives	?	
		Electives or Core Subjects Below PACE 1097	2.5	?
Total Minimum Required Credits			22.0	

Students must complete at least through PACE 1096 in every subject. For transfer students, PACEs needed will be assigned to meet minimum graduation requirements.

NOTES: Honors and College Preparatory students must have at least two credits of the same foreign language. English as a second language (ESL) credits may fulfill the foreign language requirements only under the following circumstances:

- The student must be attending a school outside the United States.
- The student must not be a native English speaker.
- A specific class or course must be utilized, with appropriate record keeping and academic validation. Credit for ESL should not be given simply for completing English language PACEs alone.

Students outside the United States may substitute a national history course for the American History requirement if it meets the criteria for high school credit.

Curriculum and Courses

Students enrolled in LCA are required to exclusively utilize A.C.E. curriculum for required subjects. Non-PACE electives may be accepted if preapproved by the school's ministry representative or by LCA. Schools with their own non-PACE programs, such as music, may assign credit with the understanding that PACE courses (such as Music, Speech, Health, etc.) are still required.

For all non-PACE electives, schools should provide a written course outline and description to LCA. Credit for non-PACE electives should follow the guidelines given in the "High School Credits" section on page 20.

Science labs are a **mandatory** part of the high school science PACE courses. LCA does not award extra credit for science labs. Labs must be recorded on Supervisor's Progress Cards sent to LCA.

Transcripts

Schools must provide official transcripts and copies of permanent records from current and previous schools when they enroll students in LCA. Schools should ensure these transcripts reflect all half and full credits earned at the time they are sent. Students who have completed six or more PACEs in a twelve-PACE course have earned one-half credit and this should be reflected on their transcripts. Failure to accurately record a student's current credits may delay the processing of his/her records in LCA.

Transcripts from other schools should be evaluated to verify that courses are equivalent to required PACE courses.

The *A.C.E. Scope and Sequence* may be used as a reference and is available at www.aceministries.com on the Downloads tab.

Titles of previous school courses and final grades should not be changed. More information on transferring grades can be found in the "Grading Scale and GPA" section on page 23.



High School Credits

Credit should only be given if:

- The student has completed high school-level work.
- Supporting documentation from a previous school proves high school credit was earned. High school courses without credit on a transcript should not receive credit.

Credit should not be given without documentation or for passing diagnostic tests (i.e. Etymology or Algebra I).

In PACE courses, six PACEs are equal to one-half (0.5) credit or approximately one semester, and twelve PACEs are equal to one full (1.0) credit or approximately a full year course. No other credit amount should be awarded.

High school PACEs (1097 and above) should not be combined with PACEs 1096 and below for credit. For example, a student who completes Word Building 1093–1096 and Etymology 1097–1104 should receive a half credit for Etymology, not a full credit for Word Building.

For non-PACE courses, schools may give credit for elective courses that follow the tutor or lecture format and meet minimum time requirements for 72 hours for one-half credit. Elective music lessons combined with practice time must meet 144 hours for one-half credit. This does not replace the Music PACE course. When credit is given for lecture classes or projects, course descriptions must be submitted to LCA and include stated objectives, a course outline, time commitment, and an evaluation procedure.

Credits from different schools or different courses should be indicated as such in a school's records.

International transcripts that do not use the credit system may require additional validation.



International Students and National Exams

Outside the United States, students in countries with national proficiency exams may receive high school credit under certain circumstances:

- The exams must be administered by a government or government-approved agency, which states the exams will be accepted or are proof of high school (Levels 9–12) proficiency or equivalency.
- Official documentation must be provided, including the exam date, subjects tested, and the student’s results.
- Documentation must prove any credit the student received was earned in Level 9 or above.
- Credit from proficiency exams cannot replace required PACE courses, unless the proficiency exam was done before the student enrolled with LCA.

Credit from examinations is determined individually. LCA must validate each student’s exam documents and reserves the right to accept or deny credits based on the information provided.

Gap or Vocational PACE Course Titles

Students with diagnosed gaps in their education will be assigned gap PACEs. Students may receive high school credit for completing gaps in PACEs 1049–1096 if the student is chronologically in high school. These credits may count as elective high school credit, but do not meet core graduation requirements for Honors, College Preparatory, or General.

LCA designates such courses with the following titles.

Math—below PACE 1097

Applied Math I	1049–1060
Applied Math II	1061–1072**
Consumer Math	1073–1084
Pre-Algebra	1085–1096

**Course may be titled “Math Concepts” if assigned as review for gap PACEs.

English—below PACE 1097

Vocational students have all English titled according to their current level: “English 9,” “English 10,” etc. English for gap PACEs may be titled “English Grammar.”

Social Studies—below PACE 1097

- Introduction to Civics/Economics..... 1049–1060
- Introduction to World History1061–1072
- Career Studies.....1073–1078
- State History.....1079–1084**
- Introduction to U.S. History1085–1096

**Or the State History Research Project, available at www.aceministries.com on the Downloads tab.

Science—below PACE 1097

- Introduction to Science I..... 1049–1060
- Introduction to Science II1061–1072
- Life Science.....1073–1084
- Earth Science1085–1096



Grading Scale and GPA

Numerical averages, if recorded on a student's previous school transcript, should not be changed. If letter grades are given and the transcript provides a grading scale, the highest possible grade for each letter should be recorded (e.g., if an "A" is 90%–100%, then 100% should be recorded).

If a previous school transcript awards letter grades but no grading scale is provided, the following scale should be used, and the highest numerical grade for each letter should be recorded:

LCA Conversion Chart for Grades

GRADE	PERCENT SCORE	GPA POINTS
A +	98–100	4
A	96–97	4
A-.....	94–95	4
B +	92–93	3
B.....	90–91	3
B-	88–89	3
C +	86–87	2
C	83–85	2
C-.....	80–82	2
D +	76–79	1
D	73–75	1
D-.....	70–72	1

All courses taken while enrolled with LCA will be held to A.C.E.'s guideline of 80 percent as the minimum passing score. PACEs may not be given extra credit. LCA utilizes a 4-point grading scale.

Courses with scores under 70 percent or "P" for passing grades are not included in the GPA. A weighted GPA is utilized for PACE courses students take while enrolled in LCA. Credits completed before LCA enrollment will not be weighted, regardless of whether or not PACEs were used.

Academic Integrity Violations

A violation of academic integrity or policy infraction at LCA is serious and is subject to an appropriate disciplinary action. Academic integrity violations are classified as separable and nonseparable. Classification depends on a number of factors including the nature and importance of the academic exercise, the degree of premeditation or planning, and whether the violation is a first-time or repeat offense.

Separable violations are severe and may include suspension or dismissal from the Dual Enrollment Program. Nonseparable violations may occur due to inexperience or lack of understanding LCA policies and do not include suspension or dismissal.

Academic Violation Procedure

- The matter will first be reviewed by the LCA Department Head who will conduct a fact-finding investigation and will attempt to resolve the matter.
- If the matter cannot be resolved, mediation will be proposed between both parties with a third-party member from the LCA Academic Team.
- Schools placed on suspension or dismissed from the Dual Enrollment Program will receive in writing the details of the offense and the duration of their discipline.



STANDARDIZED TESTS

Standardized Achievement Tests

Annual achievement testing is required. Schools are responsible for administering tests to their own students; LCA does not administer standardized achievement tests to dual-enrolled students. Schools must keep students' test results on file.

PSAT/NMSQT

When a student reaches 10th or 11th level, it is time to begin preparing for college entry. One of the first steps for your student is to take the PSAT/NMSQT: The PSAT/NMSQT is the Preliminary Scholastic Aptitude Test and the National Merit Scholarship Qualifying Test and is taken in the student's junior year. The PSAT will give a student an experience of what the SAT test will be like, as well as an idea of how well he may do on different parts of the SAT. The PSAT is also used as the National Merit Scholarship Qualifying Test. The National Merit Scholarship Corporation awards hundreds of thousands of dollars in scholarship money to top scoring students.

The PSAT/NMSQT is only offered once in October of each school year. Students need to contact their local school district to register for this test. When dual-enrolled students register for the PSAT/NMSQT, please reference the LCA school code 431769 on the registration form or send copies of students' official results to LCA.

See the PSAT/NMSQT website at collegeboard.org for more information and practice questions.



SAT and ACT

Many colleges require applicants to present results of a college entrance examination. The most popular examinations are the SAT and the ACT. Colleges and universities use the test results along with other criteria to determine admission eligibility. These scores often determine the student's qualification for scholarships as well. In addition, students pursuing an Honors course of study from LCA have minimum ACT or SAT score requirements.

It is recommended that students take the college entrance exam towards the end of their junior year or during the first semester of their senior year. By this time students have typically completed most of the course work covered by either test. Both tests may be taken more than once, with the highest score forwarded to colleges. Before the student chooses a test date, the application deadline for the college of choice should be considered. Keep in mind that it will take several weeks for score reports to be processed and mailed to chosen colleges.

The LCA school code, 431769, may be noted on the test registration form, or schools may send copies of students' official results to LCA. This will enable LCA to receive student scores and to be recorded on the Permanent Record. See the SAT website at collegeboard.org or the ACT website at act.org to receive more information on dates, times, and locations.



SCHOOL RESPONSIBILITIES

Withdrawal

The dual enrollment application is considered the school's contract with LCA. If the school wants to withdraw and remove a student from the contract, the Dual Enrollment Coordinator must be notified in writing (fax, email, or post mail) of the student's withdrawal. Final Supervisor's Progress Cards and transcripts should be included to close the student's account.

All requests for refunds must be made in writing. The date used for determining refunds will be the date that LCA receives the request. The dual enrollment fee is refundable for a limited time, as described in the "School Administration Dual Enrollment Agreement" on the dual enrollment application.

Communication

The school should appoint a liaison to function as the direct contact person with LCA. Access to students' information and records is strictly confidential, and LCA must have a written record of all people with permission to discuss academics and students.

LCA communicates directly with the school regarding all academic plans and records, and it is the school's responsibility to communicate with students and their families regarding grades, projections and courses of study, and other academic information.

Parents' Link

Parents' Link is an online tool for school personnel to access student reports and account information and is available at lcaed.com/parentslink.

Parents' Link access is **only for school officials involved with dual enrollment whose names are listed on the school's dual enrollment account and the A.C.E. dual enrollment agreement**. No students, families, or others may be given access to the Parents' Link. If parents or other unauthorized persons are given access, the school may lose the privilege of using Parents' Link and be placed on academic probation.

Fees

Payments to LCA should be made **through the school, not individual parents or families**. LCA will charge a \$30 fee on all returned checks. This fee will be automatically charged to the school's account. The account balance must be paid in full before any activity will be accomplished on the part of LCA, including, but not limited to, enrolling students, creating academic projections, processing grades, verifications of enrollment, diplomas, etc.

A \$50 late fee per student will be charged when first semester grades are not received by February 15 and when second semester grades are not received by June 30. Late grades will not be processed until the fee is paid. More information is found in the "First Semester Grades" and "Second Semester Grades" sections on pages 11 and 12.

A \$75 three-month extension fee will be charged for any students needing to finish a small amount of work for their active dual enrollment. Extension guidelines are found in the "Second Semester Grades" section on page 12.

State Laws

LCA is an academic institution and is not qualified to give legal advice. Schools are responsible to research, know, and comply with their state's educational laws. A good source of information is each state's Department of Education website.



Changes in Administration, Status, or Address

School personnel involved in dual enrollment should inform the Dual Enrollment Coordinator as early as possible of any changes to school staff involved with dual enrollment. If a school administrator leaves, please contact A.C.E. School Services as well as the LCA Dual Enrollment Coordinator to update the school's contact information.

Schools must have Model or Quality Status for each school year students are dual-enrolled with LCA. School Services maintains a list of schools who have obtained Quality and Model Status and should be contacted directly at 1-800-470-8991 if questions arise regarding the school's status.

Ordering Curriculum

Schools are responsible for ordering all needed items and materials for their students. LCA does not provide curriculum, resource books, software, or any other materials to dual-enrolled students.



STUDENT SERVICES

Graduation Ceremony

A full-service formal ceremony is held each year for all LCA graduating seniors, including dual-enrolled students, who choose to participate. LCA encourages all dual-enrolled graduating seniors to attend, as it will deeply impact their lives and the lives of their families. An invitation and graduation information packet will be sent to their school during their senior year.

Class Rings

LCA has arranged for Jostens, America's leader in class rings, to provide LCA students with the ability to order their class rings. Rings are available with a variety of metals, stones, and other options. Students have the choice of the LCA logo or a personalized side (see the Jostens' website at **Jostens.com**). Rings are competitively priced and come with a lifetime warranty. This is a wonderful way for students to show their pride in their schools and achievements.

Verification of Enrollment

It may become necessary to obtain proof that a student is enrolled with LCA for legal or academic purposes. Upon request, a verification letter of enrollment with LCA may be provided from the Dual Enrollment Coordinator at no charge. Please note the student must be currently active and in good standing academically and financially to receive verification.

LCA Transcripts

LCA is pleased to offer accredited transcripts for enrolled students. Students must complete a minimum of three credits with LCA before transcripts will reflect previous school credits earned.

Transcripts may be obtained at any time by calling the Dual Enrollment Coordinator or by sending a request in writing by fax or email. Because the Dual Enrollment Program works with the schools and not individual families, parents needing a transcript should contact their child's school, who will communicate with the Dual Enrollment Coordinator.

To protect the academic integrity of the transcript, LCA prefers to send official transcripts directly to colleges and universities. However, if an

official transcript is needed to be sent to the school or home, it will be sent in a sealed envelope, which should not be opened. After a student graduates or withdraws, LCA will provide up to five official transcripts per student at no charge. For any additional transcripts, there will be a \$10 charge per official transcript. This charge must be paid before the transcript is sent.

To expedite the transcript request, please provide the name of the student at the time of enrollment, the student’s birth date, type of transcript needed (official or unofficial), the institute’s address, and a contact number should there be any questions. Due to the volume of requests, processing times may vary and transcript requests are encouraged to be submitted as early as possible.

Apostilles and Authentications

Students planning to attend a college or university outside the United States may need an apostilled or authenticated transcript and diploma. Apostilles take three weeks or longer to process; Authentications take eight weeks or longer to process. It is imperative these documents are requested as soon as they are known to be necessary.

Apostille.....	\$95.00
Apostilled Verification.....	\$47.50
Apostille Diploma, Transcript, and Verification Letter	\$147.50
Authentication.....	\$95.00*
Authentication Diploma, Transcript, and Verification Letter.....	\$147.50*

Government documents—price subject to change. Authentications have the same base price as apostilles but may have additional costs depending on the specific country of the student needing the authenticated documents. Authentications and apostilles outside the United States and Mexico have additional shipping costs.

**plus U.S. government and embassy processing costs*

HANDBOOK AGREEMENT

The Dual Enrollment Handbook is an important resource for schools participating in the Dual Enrollment Program. The success of our partnership depends on school staff carefully following the guidelines and procedures contained in the Handbook. Therefore, **each individual involved with the Dual Enrollment Program must sign the Dual Enrollment Handbook Agreement** form verifying his/her understanding of and adherence to LCA guidelines.

The Dual Enrollment Handbook Agreement should be signed, a copy made for the school file, and the original returned to LCA before or with first semester grades.

Schools that have not returned signed Handbook Agreements after their first year participating in the Dual Enrollment Program **will not be allowed to enroll or reenroll students until they do so.**

A copy of the signed agreement will be kept in the school's LCA file. If new staff members join the school and assist with the Dual Enrollment Program, they must read the Dual Enrollment Handbook and sign the Handbook Agreement and send it to LCA. See the Parents' Link for copies of this agreement.





ACCELERATED CHRISTIAN EDUCATION MINISTRIES®

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