



***For the Bright BUT Struggling Student...
We Turn the Struggle Into Success!***

*Teaching students with Dyslexia, ADHD and
related learning differences since 1975*

STUDENT: _____

APPLICATION CHECK LIST

_____ REGISTRATION FEE -- Amount \$ _____ Date _____

_____ APPLICATION PACKET

_____ COPY OF BIRTH CERTIFICATE (New Students)

_____ MCKAY INFORMATION FORM (If applicable)

_____ COPY OF IMMUNIZATION RECORD
(New Students and any Student Entering 7th grade)

_____ COPY OF STUDENT'S MOST RECENT GRADES (New Students)

_____ PHOTOGRAPHY RELEASE

_____ FIELD TRIP (Must be notarized)

_____ MEDICAL RELEASE (Must be notarized)

_____ RULES AND DRESS CODE (Parent keeps rules - return signature page)

_____ STUDENT DRIVER APPROVAL FORM (If applicable)

_____ STUDENT RECORD RELEASE (New Students)

_____ REQUEST FOR FINANCIAL ASSISTANCE

_____ TAX RETURN (If on Tuition Levels 1 - 4)



No student will be accepted until all applicable items have been executed.



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STUDENT APPLICATION

School Year 2017-2018

1. Child's Name: _____ Sex: _____ 2017-18 Grade: _____
 Last First Middle
2. Address: _____
 Street City State Zip Code
3. Telephone-Home: _____
4. Date of Birth _____
5. Birthplace: _____ Adopted: Yes _____ No _____ Age at Adoption _____
6. Father's Name: _____
Father's Birthdate: _____ Occupation: _____
Telephone-Home: _____
Work Phone: _____ Cell Phone: _____
Father's Address: _____
 Street City State Zip Code
Father's E-Mail: _____
7. Mother's Name: _____
Mother's Birthdate: _____ Occupation: _____
Telephone-Home: _____
Work Phone: _____ Cell Phone: _____
Mother's Address: _____
 Street City State Zip Code
Mother's E-Mail: _____
8. Emergency Information: Doctor: _____ Telephone: _____
Emergency Contact: _____ Phone: _____
List all **current medications** your child is taking: _____
9. In case of accident or serious illness, I request the school contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated in Item 8 and to follow his instructions. If it is impossible to contact the physician, the school may make whatever arrangements deemed necessary.
10. The NON-REFUNDABLE Registration fee must accompany this application. New students must also attach a copy of the student's most recent grades.

Signature of parent or guardian: _____ Date: _____

Complete this page of the application only if your child is a new student or there are any changes.

11. Any Retentions? Yes ____ No ____ What Grades? _____

12. Please list all previous testing and evaluations:
Facility Address Evaluation Date

13. Other types of intervention:

a. Retention:	_____	Grade/Age:	_____
b. Counseling:	_____	Grade/Age:	_____
c. Tutoring:	_____	Grade/Age:	_____ Subject(s) _____
d. Drugs:	_____	Grade/Age:	_____ Which _____
e. Allergy:	_____	Grade/Age:	_____
f. Changed Schools:	_____	Grade/Age:	_____
g. SLD Class:	_____	Grade/Age:	_____

14. Record of Previous Schools Attended: (Please give complete list)

<u>Name of School</u>	<u>City and State</u>	<u>Grades</u>	<u>Dates Attended</u>
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15. A copy of the legal birth certificate must be submitted with application for students entering first grade.

16. Medical Record:

a. If you child has had any of the following diseases, give approximate date:

Scarlet Fever	_____	Diphtheria	_____	Whooping Cough	_____
Asthma	_____	Mumps	_____	Rheumatic Fever	_____
Chicken Pox	_____	Pneumonia	_____	Polio	_____
Bronchitis	_____	Measles	_____	Meningitis	_____
Smallpox	_____	Malaria	_____	Other	_____

b. Please list any **allergies**: _____

Immunizations must be up-to-date and a record kept on file for all students.

McKay Registration Information Form

Please complete only if you are eligible for a McKay Scholarship

Child's Name _____

Last Public School Attended _____

School County _____

Child DOB _____

Parent Name _____

(This parent will be required to come in and endorse the four McKay payment checks.)

Parent SS# _____

Address _____

Street Address

City

State

Zip

2016-2017 Grade _____ 2017-2018 Grade _____

Tax Return Amount _____ Matrix No. _____

Do Not Write Below This Line

Registration Paid Yes No

Tuition Level 1 Level 2 Level 3 Level 4 Level 5

Testing Paid Yes No

Summer School 4 weeks 57 hours

One-to-One Tutoring _____ hours @ \$40.00/hr.



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GENERAL RELEASE FOR PHOTOGRAPHY

During the year we occasionally have T.V. reporters, newspaper reporters, or others who wish to take pictures of students engaged in class work. The pictures are used for news reports, Facebook, public relations (advertising), publicity, brochures, and training seminars. The students' names are not given.

We would appreciate your signing this release form giving us permission to have your child in these pictures.

I give my permission for my child, _____, to be photographed at any time, and for those pictures or films to be used by the school as stated in the above paragraph with no monetary compensation.

Parent's Signature

Date



Woodland Hall Academy * A Program of Dyslexia Research Institute
5246 Centerville Road * Tallahassee, Florida 32309

Phone: (850) 893-2216 * Fax: (850) 893-2440 * E-Mail: dri@talstar.com * www.woodlandhallacademy.org



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FIELD TRIP RELEASE

For the _____ School Year

Woodland Hall Academy will be taking various field trips during the school year. We (I) the undersigned give our (my) consent for _____ to participate on these fields trips. We (I) understand our (my) notification will be via individual permission slips for our (my) child, signed and returned to the school prior to the field trip. This notarized copy of our (my) signature(s) will release the school of any liabilities involving said field trips.

Sworn to and subscribed before
me this ___ day of _____, 20__.

Parent or Guardian Signature

NOTARY PUBLIC
My Commission Expires:

Parent or Guardian Signature



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MEDICAL RELEASE

For the _____ School Year

To Whom It May Concern:

We (I) _____ the parent(s) or guardian(s) of _____
give our (my) consent for emergency medical treatment in case of accident or illness.

Address: _____

Home Phone: _____ Work Phone: _____

Allergies/Medical Issues: _____

Medications: _____

Primary Doctor: _____ Doctor's Phone: _____

Sworn to and subscribed before
me this ___ day of _____, 20__.

Parent or Guardian Signature

NOTARY PUBLIC
My Commission Expires:

Parent or Guardian Signature



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REQUEST FOR FINANCIAL ASSISTANCE ** 2017-2018 School Year

The Board of Directors provides supplemental support raised through other programs at Dyslexia Research Institute to help offset the cost of tuition from parents. A parent may request the Board supplement commensurate with their income level.

- Level 1 Family Income < \$50,000
- Level 2 Family Income \$50,001 - \$80,000
- Level 3 Family Income \$80,001 - \$110,000
- Level 4 Family Income \$110,001-\$135,000
- Level 5 Family Income >\$135,001

Level	Registration New Students	Registration Returning Students By 5/3/17	Total Tuition	Board Supplement Upon Request	Parent Tuition Cost	Payment Due Aug. 1	Payment Due Dec. 1
1	\$950	\$600	\$23,600	\$7,400	\$16,200	\$8,100	\$8,100
2	\$950	\$600	\$23,600	\$6,300	\$17,300	\$8,650	\$8,650
3	\$950	\$600	\$23,600	\$4,700	\$18,900	\$9,450	\$9,450
4	\$950	\$600	\$23,600	\$3,400	\$20,200	\$10,100	\$10,100
5	\$950	\$600	\$23,600	\$2,000	\$21,600	\$10,800	\$10,800

Annual income shall be determined from the gross income of the most recent year's family income tax return. Any parent(s) choosing not to present their tax return to Woodland Hall Academy is choosing Level 5 for payment.

Board Supplement Request

The family of _____ is in the Level ____ income bracket and requests a Board Supplement of \$_____ to reduce the tuition owed for the 2017-2018 school year.

Parent Signature **Date** **Parent Signature** **Date**

Additional Scholarship Request

Parents with extenuating financial situations are eligible to submit an application requesting additional scholarship funds. This application must be turned in with the enrollment fee. These funds are distributed based on need, parent involvement and support, and a first-come/first-served basis. Please indicate if you have or plan to request scholarship funds.

- _____ Yes, I have or plan to request additional scholarship funds.
- _____ No, I do not plan to request additional scholarship funds.

Parent Signature **Date** **Parent Signature** **Date**

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For the 2017-2018 School Year

STUDENT RULES AND DRESS CODE

WE HAVE READ AND UNDERSTAND THE AFOREMENTIONED RULES AND DRESS CODE REQUIREMENTS. OUR SIGNATURES INDICATE OUR WILLINGNESS TO COMPLY IN ALL AREAS.

Date

Student

Mother

Father

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STUDENT RULES AND DRESS CODE

1. Students should arrive on campus no earlier than 8:00 a.m. Students are expected to be on the school grounds by 8:30 a.m. They are to go to their lockers and report to the "Woodland Hall" room no later than 8:35 a.m.

Early morning drop-off is available starting at 7:30 a.m. Students sign up by the month and monthly payments are due by the first. There is a drop-off fee of \$5.00 for students not registered in the monthly program. This program is only offered if two or more students are enrolled.

2. Students should leave campus by 3:30 unless: a) a special help session is arranged with a teacher; b) a student is involved in a sport or extra-curricular activity; c) a student has been detained by a teacher or one of the staff. At 3:15 students who are not with a teacher will be placed in the lobby to wait for their ride. Students not picked up by 3:30 will be charged \$5.00 per 5 minute increment. Students who have to stay after school at the request of a teacher are not charged for the time they are scheduled to stay. These students will wait in the office for their ride.
3. If a student arrives tardy (late) to school after a class has begun, they will be admitted into the next class period. This is due to the fact that a student coming into a class after that class has started their daily routine disrupts the entire group.

The excused tardy student will be required to wait in the lobby until the start of his next class, at which point he rejoins the group. The unexcused tardy student will be required to wait in the office until the start of the next class.

The rule also requires that an **unexcused** tardy student make up the work missed due to the tardiness and being out of class so that he keeps up with the group and learns the information presented during the class. **After the second** tardy in a month, the student will be assessed a fee of \$40.00 for make-up work.

It is expected that many of us may have an occasion to be late some mornings and we are willing to have our staff give up their free time to work with the child. Any excused tardy may be made up during the next convenient free time which the teacher has that day. However, it is quite unfair to the staff to expect them to consistently make-up time for tardy students. After the second tardy in a one-month period, students will

remain after school on the day of the second tardy to work with their teacher. Parents will be notified of the make-up time. This one-to-one work generally should not take more than 30 minutes per class. **After the second** tardy in a month, the student will be assessed a fee of \$40.00 for make-up work.

4. Students will be allowed to go to their lockers before school, during break and lunch, and after school.
5. Students who are disruptive or do not participate during a class will be asked to step out of a class the first time for the purpose of gaining self-control in order to return and continue their class appropriately. If asked to leave a second time, they will be retained during their first available free time (either at lunch or after school) to make up missed work.
6. PARENTS ARE EXPECTED TO NOTIFY THE OFFICE BEFORE 9:00 a.m. if a child will be absent that day. For an extended illness, please contact the school daily for the possibility of obtaining make-up work and to tell us the expected return date. All work missed must be made up.

Please schedule doctor or dental appointments for after-school hours or on holidays. However, if a student must leave for an appointment, please inform the office in writing in advance; the parent must sign the student out and students will be dismissed from the office. All work missed must be made up.

Parents are expected to consult with the Principal or Director concerning all expected student absences due to family trips, vacations, etc. We would hope that because of the importance of being in class each day that these type absences will be kept to a minimum.

The state law limits us to a certain number of absences per year without affecting promotion to the next grade level.

To receive credit, high school students may not be absent more than three (3) excused absences per 9 week period, and middle school and elementary school students may not be absent more than eight (8) excused absences per semester without prior permission and/or review by administration. Excessive absences above the maximum allowed may be made up at the discretion of the administration. An appointment must be scheduled and a tutorial charge of \$40.00 per hour for classes missed.

Days in the calendar assigned to be utilized for testing (see School Calendar) are extremely important. If absences occur on any of these days, the student will, by appointment and at the discretion of the administration, make up all tests missed at a rate of \$40.00 per hour.

7. Conduct and language will be that befitting ladies and gentlemen. Violations will be handled at the discretion of the teacher or administrator. Verbal abuse toward another student, teacher or adult is unacceptable and may result in immediate suspension. Any material, i.e., magazines, CD's, photographs, stickers, etc., which are determined by the administration to be inappropriate will be confiscated and not returned to the student.
8. Any use or possession of alcoholic beverages or drugs not covered by a physician's prescription and cleared through the office will result in immediate expulsion and notification of the proper law enforcement officials. Any use or possession of tobacco products (cigarettes, dip, chewing tobacco, etc.) will result in in-school suspension. Any over-the-counter or prescription drugs must be kept in the office with a note from the parent or guardian as to the proper administration and dosage. All medications must be properly labeled, within the expiration date, and in the original packaging.
9. Any student who brings a weapon to school will be immediately expelled and the proper law enforcement officials will be notified.
10. The administration reserves the right to search any child's locker, car, person, or personal property at any time.
11. Lunches, snacks, and beverages are to be eaten only in designated areas. No sharing of food is allowed. Violations will be handled at the discretion of the administrator or teacher. We do recommend students bring a nutritious lunch every day. Individual components of snack and lunch items are to have 3 grams or less of sugar. The exception is 100% natural fruit.
12. Hazing (verbal abuse, name calling, etc.) of other students will not be tolerated. Violations will be handled at the discretion of the administrator.
13. All students must "dress out" for physical education in the appropriate attire. Anyone not appropriately dressed will not be allowed to participate in class and will exercise in the office or make up their class time after school. If a student must miss physical education class for an extended period of time, a medical excuse from the doctor is necessary.
14. Students who are suspended must make up all work missed in Saturday school prior to being readmitted for the following week. They will be assessed \$40.00 per hour for Saturday school which must be paid no later than the day before the scheduled Saturday school.
15. Any destruction of school or private property will be paid for by the student at replacement value. At the discretion of the administrator, the student may be required to make the needed arrangements for repairs or replacement in addition to the cost.

16. If a child is suspended from school, the parent is responsible for picking him/her up.
17. Fighting on campus will result in suspension.
18. All students must be neat and well-groomed. It is expected that all articles of clothing will be neat, clean and well-fitted. The school requires the right to ascertain acceptability of any single article of clothing. Only those students in complete compliance with the designated dress code may be admitted to class. Please inquire before sending a student in questionable attire or send a change of proper clothing to remedy the possible exclusion due to improper dress code. Students shall arrive and leave in dress code unless given permission by an administrator to change. A note from the student's parent is needed if a student needs to change out of dress-code for an after-school activity (i.e., sports, scouts, etc.) Please take advantage of our "clothes closet" in the back hall for dress code clothes.
19. Students bringing cell phones to school must turn them off upon entering the building and leave them in the designated place in the front office. Failure to do so may result in losing the privilege of bringing a phone to school. The students are allowed to play with electronics on Tuesday and Thursday mornings before school. Students are not allowed on any type of social media during school hours. All electronics (including phones) must be **turned off** and placed in the designated area in the front office any day they are brought to school. Failure to turn in (and turn off) your electronics will result in losing the privilege of bringing in any electronics for one week. Repeated infractions will result in losing the privilege of bringing in any electronics for one month.

SPECIFIC DRESS CODE REGULATIONS

Males:

- Slacks* - Navy blue, gray, or khaki (tan) colored; slacks must be hemmed or cuffed; jeans, denim, corduroys, cargo pants and baggy pants are not acceptable. If slacks have loops, a belt must be worn. Slacks may not be so tight that one is able to discern what type or color undergarments the student is wearing.
- Shorts* - Children 11 years old and younger may wear shorts. Shorts must be navy blue, gray, or khaki. All shorts must be hemmed, dress shorts. Cutoffs, jeans, denim, corduroys, cargo shorts, beach shorts, gym shorts and short shorts are not acceptable.
- Shirt* - Solid white, red or blue shirt with collar and buttons that extend partially or all the way down. Workshirts, t-shirts, or shirts with any pictures/writing are improper. Shirt sleeves may not be rolled up and shirt tails must be tucked in.
- Undershirts* - Undershirts must be a solid color with no writing. During the winter months, if a long-sleeved undershirt is worn under a short sleeved shirt, both shirts must be the same color.
- Shoes* - Solid black or brown leather or leather-like top shoes or solid black (soles, laces and logos included) leather tennis shoes are required. Socks must be worn.

- Wrap* - Any color, well-fitted sweater or blazer with proper shirt underneath may be worn to class. Other wraps must be removed upon entering the building.
- P.E.* - Solid gray t-shirt and navy blue shorts, any color tennis shoes, and socks. During cold weather (55° and below) any solid color sweatshirt and coordinating sweatpants must be worn. Students are required to bring **both** sets of P.E. clothes during cold weather months.
- Hair* - Hair must be neat, clean and of a natural color. Hair may extend to the eyebrow, to the bottom of the ear lobe and to the top of the shirt collar. Sideburns are not to extend over one inch from the ear and not below the ears. Young men must be clean shaven with no beard or mustache. Males 18 and over are permitted to wear a well-kept mustache, but no beard. The privilege of the mustache will be lost if guidelines are not strictly followed.
- Misc.* Piercings of any body parts are not acceptable. Males are not allowed to wear make-up or nail polish. The school reserves the right to ascertain acceptability of any single article of clothing or accessory.

Females:

- Dress/Skirt/Jumper/Slacks* - Navy blue, gray or khaki (tan) colored; must be appropriately hemmed or cuffed. Sun dresses, backless dresses, jean-skirts, mini-skirts, jeans, denim, corduroys, cargo pants and baggy pants are not acceptable. Clothing with loops must be worn with a belt. Slacks may not be so tight that one is able to discern what type or color undergarments the student is wearing.
- Shorts* - Children 11 years old and younger may wear shorts. Shorts must be navy blue, gray, or khaki. All shorts must be hemmed. Cutoffs, jeans, denim, corduroys, cargo shorts, beach shorts, gym shorts, and short shorts are not acceptable. The bottom hem must fall below the child's fingers when her hands are at her sides.
- Blouse/Sweater* - Solid white, red or blue shirt or sweater; must be tucked in unless specifically styled to be worn out. Halter tops, midriffs, crop tops, tank tops, overblouses, etc. are not acceptable.
- Undershirts* - Undershirts must be a solid color with no writing. During the winter months, if a long-sleeved undershirt is worn under a short sleeved shirt, both shirts must be the same color.
- Shoes* - Solid black or brown leather or leather-like top shoes or solid black (soles, laces and logos included) leather tennis shoes are required. Socks must be worn, with the exception of sandals. Sandals must have backstraps.
- Wrap* - Any color well-fitted sweater or blazer with proper dress-code blouse/sweater underneath may be worn in class. Other type wraps must be removed upon entering the building.
- P.E.* - Solid gray t-shirt and navy blue shorts, any color tennis shoes and socks. During cold weather (55° and below) any solid color sweatshirt and coordinating sweatpants must be worn. Students are required to bring **both** sets of P.E. clothes during cold weather months.

Hair - Hair must be clean, neat and of a natural color.

Misc. - Earrings are the only acceptable piercings. Make-up and nail polish must be kept at a minimum. The school reserves the right to ascertain acceptability of any single article of clothing or accessory.

20. Students who drive to the campus must have a permission slip from the office and must comply with the following rules in order to be able to park on campus:
 - a. Students may park in designated places and follow specific routes.
 - b. Students may not sit in their cars on campus either before or after school, and must leave promptly from the parking area after school.
 - c. Students may not return to their cars during the day without permission from the office.
 - d. Students must practice safe driving practices on the campus.
 - e. Students may have other students ride with them **only** if both parents send permission slips releasing the school from any and all liability.

21. Field Trips: Opportunities to have off-campus learning experiences enhance the education of the students. Only those students who demonstrate sufficient acceptable behavior and show responsibility in their actions shall be allowed to participate.
 - ◆ Students must have on file a blanket permission slip signed by both parents and notarized. This shall also include a medical release and emergency information form.
 - ◆ A permission slip for the specific field trip must be signed each time by at least one parent.
 - ◆ The staff and chaperons are in complete charge of the students. Rules regarding student conduct at school are in effect for the duration of any school sponsored trip.
 - ◆ On field trips that cover more than one day, the staff and chaperons shall arrange for sleeping and eating arrangements. Once the students have been asked to go to their room for the night, they shall not leave their room until the next morning. All students are to conduct themselves as ladies and gentlemen.

22. If homework is assigned in a class, students are expected to complete the assignment to their best ability. Incomplete or unsatisfactory material will be redone during free time or after school that same day.

23. Transcripts: Students leaving Woodland Hall Academy will have one transcript forwarded with no charge. A fee of \$25.00 will be charged for each additional transcript requested. All outstanding balances to WHA must be paid before a transcript is released.

Please sign the Rules and Dress Code page denoting your intention to comply in all areas (page 9). You may keep these Rules and Dress Code for your records (pages 10-15).



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ADMISSION REQUIREMENTS

1. Diagnostic test battery by Hardman & Associates (\$725.00)
2. Diagnosis of dyslexia, language based learning difference, and/or ADHD
3. Parent Conference with Woodland Hall Academy Administration and invitation by WHA
4. Registration paid - \$950
5. Contract and all registration forms completed and on file in the Business Office
6. No use of drugs designed specifically to modify attention/concentration
7. Parental and Student agreement to abide by Rules and Dress Code
8. One-to-One preliminary tutoring @ \$40.00 per hour or Summer School prior to classes

TUITION STRUCTURE

The Board of Directors of Dyslexia Research Institute and Woodland Hall Academy have developed a sliding scale based on the most recent year's family tax return of family income. This is an effort to assist in making the unique programs at Woodland Hall Academy available to more children.

SLIDING SCALE

Income Levels

- Level 1 Family Income < \$50,000
- Level 2 Family Income \$50,001 - \$80,000
- Level 3 Family Income \$80,001 - \$110,000
- Level 4 Family Income \$110,001-\$135,000
- Level 5 Family Income >\$135,001

**Keep this
page for your
records.**

Level	Registration New Students	Registration Returning Students By 5/3/17	Total Tuition	Board Supplement Upon Request	Parent Tuition Cost	Payment Due Aug. 1	Payment Due Dec. 1
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4	\$950	\$600	\$23,600	\$3,400	\$20,200	\$10,100	\$10,100
5	\$950	\$600	\$23,600	\$2,000	\$21,600	\$10,800	\$10,800

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