



2011-2012 School Membership & Enrollment Report

Office Use Only	
Date Rec'd:	_____
Fee Rec'd:	_____
Ck. #	_____

Instructions: (1) Answer **all** applicable questions; (2) Attach check payable to SCACS; (3) Mail completed form and check to: **SCACS • 615 St. Andrews Road • Columbia, SC 29210**

School: _____ Phone: _____

Mailing Address: _____ Fax: _____

Street Address (if different): _____ Year School Started: _____

City & Zip: _____ Web Address: _____

Year Administrator Employed: _____ E-Mail Address: _____

Sponsoring Church (if any): _____ Church Phone: _____

Administrator/Principal: Mr. Mrs. Miss Rev. Dr. _____

Administrator's Home Phone: _____ E-Mail Address: _____

Pastor: Mr. Rev. Dr. _____

Pastor's Home Phone: _____ E-Mail Address: _____

Elementary Principal: Mr. Mrs. Miss Rev. Dr. _____

High School Principal: Mr. Mrs. Miss Rev. Dr. _____

Athletic Director: Mr. Mrs. Miss Rev. Dr. _____

Athletic Director's Home Phone: _____ E-Mail Address: _____

Fine Arts Coordinator: Mr. Mrs. Miss Rev. Dr. _____

FA Coordinator's Home Phone: _____ E-Mail Address: _____

Preschool/Child Care Director: Mr. Mrs. Miss Rev. Dr. _____

Director's Home Phone: _____ E-Mail Address: _____

Secretary: Mr. Mrs. Miss _____ E-Mail Address: _____

What Best Describes Your School?

- Individualized (ACE, Alpha Omega, etc.)
- Traditional (BJU, A-Beka Book, etc.)
- Video: A-Beka Other _____
- Combination _____
- Satellite _____
- Other _____

Does Your School Offer the Following:

- A special education program? Yes No
- Home School Division? Yes No
- Boarding School? Yes No

Answer the Following: (check all that apply)

- Yes No 1. Does the school have an approved AHERA plan on file or an exemption letter? (EPA)
- Yes No 2. Does the school have a birth certificate on file for each student?
- Yes No 3. Does the school have an up-to-date shot record (DHEC #1148) in each student's file? (SC Statute §49-29-180)
- Yes No 4. Does the school keep records of all internal medication it administers?
- Yes No 5. Does the school adhere to the September 1 deadline for grade placement?
- Yes No 6. Does the school maintain a permanent record of achievement and attendance for each student?
- Yes No 7. Does the school adhere to a published policy regarding allowable absences?
- Yes No 8. Does the school file IRS Form 5578 and publish its non-discriminatory policy annually? (Federal Law)
- Yes No 9. Does the school have on file proof of having passed a DHEC inspection?
- Yes No 10. Does the school use a public source for drinking water (not a well)?
- Yes No 11. If no, does the school test for copper and lead contaminants in all drinking water? (EPA)
- Yes No 12. Does the school have on file proof of having passed a fire safety inspection?
- Yes No 13. Does the school hold regular fire and tornado drills?
- Yes No 14. Does the school have in force a control and training plan for Bloodborne Pathogens? (Federal Law)
- Yes No 15. Does the school have a Crisis Management Plan in effect? (Recommended by SCACS & property and casualty insurance providers)
- Yes No 16. Does the school have a Hazard Communication Program in effect? (Federal Law Title 29 # 1910.1200)
- Yes No 17. Are the following on file for each employee: an application, I-9 form, W-4 form, & TB certificate? (Federal Law)
- Yes No 18. Has the school completed a "Terms of Employment" form for every employee? (SC Code of Laws §41-10-30)
- Yes No 19. Have all new hires and re-hires been reported to the appropriate state agency? (Personal Responsibility and Work Opportunity Reconciliation Act-Federal 1996)
- Yes No 20. If the school offers food service, does it comply with all applicable regulations?
- Yes No 21. Does the school operate a child care center? If so, list the DSS registration or license number. _____
- Yes No 22. Does the school comply with drug and alcohol random testing for its drivers? (Federal Law)
- Yes No 23. Does the school have workman's compensation insurance? (SC Law for 4 or more employees)
- Yes No 24. If the school uses vehicles larger than 15-passenger (including driver), does it meet all DOT regulations and all drivers have a CDL license? (Federal Law)
- Yes No 25. If the school uses a vehicle that is designed to seat more than 10 people in addition to the driver (12 or more) to transport students to and from school or school related activities (athletics, fine arts, or child care), does the vehicle meet the federal requirements for a school bus? (SC State Law)
- Yes No 26. Does the school have a student accident insurance policy in place?

Indicate below if you wish to receive one copy or two copies of SCACS correspondence and materials. Do not request more than two copies:

- Send one copy to the Administrator
- Send two copies: one to the Administrator and one to the Pastor
- Send two copies: one to the Administrator and one to _____

ENROLLMENT: List below the number of students in your school in each age or grade and totals as indicated. Student enrollment is to be calculated on the 6th full day of school.

Pre-School (PS)	Elementary (EL)		Junior High (JH)	Senior High (SH)
0-1 yr. _____	K5 _____	4 th _____	7 th _____	9 th _____
1-2 yr. _____	1 st _____	5 th _____	8 th _____	10 th _____
2-3 yr. _____	2 nd _____	6 th _____		11 th _____
K4 _____	3 rd _____			12 th _____
PS Total _____	Elementary Total _____		JH Total _____	SH Total _____

Total Student Enrollment (Preschool through 12th grade) _____

Total Faculty (Full- and Part-Time Teachers, Administrators, Coaches, Etc.) _____

Grand Total (Student Enrollment Plus Faculty) _____

Membership dues to SCACS are computed at \$17.50 per student and faculty member, which also covers membership in the American Association of Christian Schools. The minimum is \$175.00 per school and the maximum is \$8750.00 **plus** \$3.00 per person for enrollment in excess of 500.

We are applying for (refer to enclosed explanation) Level I Membership. Level II Membership.

Grand Total Student and Faculty Enrollment _____	X \$17.50 = \$ _____	(or min./max.)
Dues for over 500 students plus faculty enrolled _____	X \$3.00 = \$ _____	
SCACS Legislative Fee	+ _____	\$30.00
Total Dues 2011-2012	= \$ _____	

1. Attach School's Philosophy of Christian Education (**Required only for new member schools in 2011-2012**)
2. Attach Annual Schedule of Events for School (helps in scheduling special events)

Supply the Following Information: There are currently six (6) congressional districts in our state. We want to know which district your school is in and the congressman's name. (**NOT DeMint or Graham** as they are Senators.) We also would like the names and districts of your South Carolina House and Senate members (*not U.S. Senators*).

<u>U.S.</u> Congressional District _____	<u>U.S.</u> Congressman's Name: _____
S.C. House District Number: _____	S.C. House Member's Name: _____
S.C. Senate District Number: _____	S.C. Senator's Name: _____

AACS Advanced School Search Information

County _____	Up to 5 Cities in Surrounding Area _____
Please list the names of up to five neighboring communities from which you draw students. When someone searches the AACS web site for schools in these communities, your school will be one of the matches for that search.	

SCACS Information and Form Request

Need Something? Check below.

- IRS Form 5578* (Non-discrimination)
- Federal I-9 Form* (Employment Eligibility)
- SC Terms of Employment Notice*
- Drug and Alcohol Testing Program
- ST-387 SC Sales Tax Exemption Application
- 403-B Retirement Program
- Student Accident Insurance
- Cancer Insurance
- Disability Insurance
- Property and Casualty Insurance
- Term Life Insurance
- Hospitalization Insurance
- Overseas Travel Insurance
- AACS Visa Card Application
- Stanford 10 Achievement Testing

*These forms may be duplicated as needed.

Send the following and bill our school:

- Accreditation Manual (VACS) \$65.00
- Certification Handbook (PECS) \$10.00
- Bloodborne Pathogens Manual \$95.00
- Hazard Communication Standard Manual \$79.00
- Crisis Management Manual \$149.00
- School Operations Manual \$249.00
- School Improvement Checklist \$35.00
- SCACS Athletic Manual \$10.00
- SCACS Fine Arts Manual \$45.00
- Instant Grits: A Brief Look at Christian Ed. \$5.00
- School Administrative Manual \$65.00
- School Faculty Manual \$75.00
- School Student/Parent Handbook \$65.00

Average (Mean) Scholastic Aptitude Test Scores (SAT) of Past Graduates – 2 Years

Graduating Class Year	Number Tested	Verbal	Non-Verbal	Overall Score

Average (Mean) American College Test Scores (ACT) of Past Graduates – 2 Years

Graduating Class Year	Number Tested	English	Math	Reading	Science Reasoning	Composite

Statement of Faith of the South Carolina Association of Christian Schools

(1) We believe that the Bible alone, in its autographs, is the verbal, plenary inspired, and only infallible, authoritative Word of God, and that it is the only fit, final rule in all matters of both faith and practice. (2) We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (3) We believe in the deity of our Lord Jesus Christ, His virgin birth and His sinless life, His miracles, His vicarious atonement through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (4) We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. We believe that He indwells believers at conversion and that neither His indwelling nor His filling the believer is evidenced by any so-called sign or gift. (5) We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential. (6) We believe in the resurrection of life for true believers and that they who are lost will be raised unto the resurrection of damnation. We believe in the resurrection of all men, both saved and lost. (7) We believe in the spiritual unity of believers in our Lord Jesus Christ.

Membership will not be afforded those associated with, members of, or in accordance with the World Council of Churches, the National Council of Churches, the Modern Charismatic Movement, or the Ecumenical Movement.

We are in complete agreement with the above SCACS Statement of Faith and the SCACS Constitution and By-Laws. In addition, our school will have a representative attend and participate in the 2012 SCACS annual business meeting at the Columbia Conference on Thursday, January 26, 2012.

We understand that full payment of dues is to be paid on or before September 1 and is considered past due if not received in the SCACS office by September 15. Past due accounts will be assessed a late fee of \$.50 per person. After 30 days (October 15), the school will be dropped from the membership roll.

Signature

Title

Date