



EAGLE'S NEST ELUMINATUS OF NEWNAN

Jennifer Switzer, Accreditation Director

Hi! Thank you for your interest in accreditation with The Eagle's Nest Eluminatus Accreditation Center. I am Jennifer, and should you choose this journey, I will be your transcriber as we move your student through high school with a transcribed education.

Eagle's Nest Eluminatus is an accredited non-traditional center, providing transcribing services for homeschool families. The following pages describe more fully what this center provides, and what is required of you in the accreditation process.

If you have any questions, please feel free to leave me a message at 404-536-8932, or email me at ENtranscripts@gmail.com.

God bless you as you seek to provide the educational needs of your high school student.

Jennifer Switzer

TRANSCRIPTING/ACCREDITING Q & A... “What does this all mean?”

For whom is the program designed?

- *For parents/guardians who desire assistance in: meeting & exceeding Georgia State requirements for high school graduation; reviewing curriculums & courses; mapping out a graduation plan for each student; and receiving an accredited transcript from the Georgia Accrediting Commission.
- *For parents/guardians who seek guidance and accountability in their homeschooling endeavor, who are willing to put the time and effort into providing sound curriculum courses for their student(s), as well as providing documentation the Center requires.

What is a Non-Traditional Education Center? According to the Georgia Accrediting Commission, “Non-Traditional Educational Centers will be defined as those centers serving home-schooled students a maximum of 60% of the time at the Center. The remaining 40% of time must be spent studying at home or at a place designated by the parents. Parents or guardians may teach their own children in the home study program or parents or guardians may employ a tutor who holds at least a high school diploma or a GED equivalency diploma to teach their children.”

What are the benefits of paying for me to be your High School Transcriber?

- *An official accredited transcript will be created after completing one year with this center, which will be mailed to any school a student may transfer to or to any college a student may apply. Parents/guardians will receive an unofficial copy for each school year for their records. And after at least one year with the center, an official diploma can be issued for graduating seniors who have met or exceeded state requirements.
- *Participation with this accrediting agency makes your student eligible for HOPE scholarship without the requirement of meeting the 80th percentile for ACT/SAT scores. (Provided your student meets all the criteria.)
- *You will get accountability from a professional who will review your student's academic progress to assess how the student is meeting GA's requirements; who will proctor exams; and who will assist you in establishing an individualized HS graduation plan.
- *Your student's school documentation portfolio will be kept on file for seven years after graduation.
- *You will be given advice & recommendations from one who has been involved with education for 20+ years.
- *You will have a strong advocate in your corner who is familiar with the educational system.
- *You will be accredited by one who has a Bachelor of Arts degree & certification in multiple educational fields.

Can a student who graduates from an accredited center be assured of admission to college? No accrediting agency can guarantee the student that he or she will be admitted to college; however, to date, all of our previous graduates meeting individual college requirements for GPA's and test scores have been accepted. Our Non-Traditional Educational Center meets the standards of the Georgia Accrediting Commission and has been recognized by the University System of Georgia giving our students' transcripts professional credibility in the State of Georgia.

Does this program allow my child to apply for Georgia's HOPE scholarship during his/her freshman year of college? YES –the State of Georgia recognizes GAC Non-Traditional Educational Centers as one of the accrediting bodies that can allow a graduate to be eligible for the HOPE Scholarship. Graduates from this accredited center can receive this financial aid, provided they meet the HOPE scholarship criteria.

Is it difficult to transfer into a public or private secondary school with a transcript from this center? There are always potential difficulties when transferring. However, the GAC is one of the oldest accrediting bodies in GA. It pays to do research; if you are contemplating transferring your child, contact the school's admissions office to validate, in writing, acceptance of credits from a GAC Non-Traditional Center and to verify the graduation requirements for that school. You may be required to do end of course testing for the courses your student has completed. If you are moving to another county or state, you may also want to check with the local school board to verify the graduation requirements of that county/state. If you are already working with this center, please notify me prior to attempting to transfer to another school; this will enable me to assist you in gathering needed documentation for the meeting.

After the initial conference, what are the deadlines for my upcoming graduate? Turn in first semester grades by February 1st as HOPE scholarship deadlines require this; the \$30 graduation fee is due by 2/1 as well – this pays for the diploma, the cover, seals, and six transcripts (there is a \$5.00 charge for each additional copy after six). Second semester grades are due by June 5.... final grades received after this jeopardize the student's HOPE scholarship.

Which standardized test is recommended for review? The Stanford and the IOWA Test of Basic Skills as well as the PSAT (taken in 10th and/or 11th) are standardized tests that are more readily accepted by public school systems. It is recommended that your student has taken the SAT or ACT before the spring of the student's Junior year.

What is PROCTORING? An approved instructor outside of the home monitors a prepared test that is graded on site. The transcriber proctors ALL courses taught at home at the end of the year. Tests should be at least 25 questions – and can be a combination of true/false, fill in the blank, and short essay works well (except in Math – 15 to 20 problem solving questions will suffice for a test in this subject). Bring test keys as you, the parent, will be grading the test.

PROCTORING sessions are NOT optional– THIS IS A GEORGIA ACCREDITING COMMISSION STANDARD. You may schedule multiple dates for your student to not have the exams all at once. To schedule proctoring, email Jennifer at ENtranscripts@gmail.com; to cancel or reschedule an appointment call, text, or email Jennifer within a week of the meeting at 404-536-8932. Cancellations *without* 48 hours' notice may incur a cancellation fee of \$20. Payment will be due at the time of the rescheduled session. Cancellations prior to the 48-hour deadline will not incur any additional fee.

Documentation for accreditation is required. Without the required documentation (refer to checklists), course credit will be documented as an “Incomplete” on the student's transcript. Parents will need to submit State and GAC required documents by the deadlines (Declaration of Intent, proof of standardized tests every 3 years, and course grades) and will need to show a timely commitment to submitting other documentation to maintain an active account.



TRANSCRIPTING/ACCREDITATION FEES

(Transcripts in this program are accredited by the Georgia Accrediting Commission – GAC)

--This is only an initial guide; every situation is unique... Questions are welcome--

THE EAGLE'S NEST ELUMINATUS CENTER TRANSCRIBER:
MAILING AND CONFERENCE LOCATION:
PHONE:
EMAIL:

JENNIFER SWITZER
303 Silverbell Lane, Sharpsburg, GA 30277
404-536-8932
ENtranscripts@gmail.com

STEP 1: Mail the enrollment form and the non-refundable *enrollment fee. Payable to Jennifer Switzer
($\$20$ for all current members and for new registrations made by 9/1, $\$40$ for new registrations after that date)

STEP 2: AFTER receiving your enrollment form and fee, the counselor will email you availabilities for the initial conferences from August - October. An email will be sent to schedule your initial conference.

TRANSCRIPT FEES:

Annual *ENROLLMENT FEE to be sent with enrollment form

$\$20$ for returning members and new registrations by 9/1; $\$40$ after 9/1 for new registrations

Annual TRANSCRIPTING/ACCREDITATION TRACK FEE

$\$250$ (in addition to the enrollment fee)

DISCOUNTS for multiple children who are participating in the same year ($\$50$ for 2nd child / $\$75$ for 3rd...)

PAYMENT OPTIONS:

The Annual Transcribing/Accreditation Track Fee can be paid in one of two ways:

Bi-annual payment: $\$125$ due at both the initial and final conference of each year

Lump sum payment: $\$250$ due at initial conference

What the Transcribing/Accreditation Track Fee covers:

- Transcribing services for your student's upcoming school year and input into the GAC system (GAFutures.org)
- Initial Conference with you & your student to go over your curriculum plan for the upcoming year
- Proctoring tests for each course that is completed at home
- End of the Year Conference with you & your student to go over the curriculums completed during the year
- Two additional 1-hour meetings with me should you need them for four meetings total

POSSIBLE FEES:	-Additional high school credits from 8 th grade:	$\$20$ per class
	-Transposing accredited transfer transcripts:	$\$50$ per grade
	-Graduation Fee (diploma and 6 transcripts):	$\$30$
	-Non-conference day appts. OR consultations (beyond 4):	$\$50$

PENALTIES:	-Late Appointment Cancellation Fees	$\$20$
	-Returned Check Fee:	$\$25$

This accreditation center requires a student to complete an academic year of study through this program before any coursework completed prior to entry into this center can be listed on the student's transcript; student work will be verified, however, beginning at the initial conference.

YOUR ACCREDITATION TO DO LIST



☞ AUGUST - OCTOBER - SCHEDULE YOUR INITIAL CONFERENCE ☞

(After you register, an email will be sent to you with dates ranging from August to October for you to schedule this meeting.)

Make Sure You Have This When You Come:

- A copy of the **Declaration of Intent Form** you sent to the Georgia Board of Education
 - The **Curriculum Chart** form (*documented with all curriculums to be used for the year*)
 - A copy of the student's latest **standardized test results**
 - ALL CURRICULUM** - the **actual books** intended to be used this year
 - Hope and Parental Agreement Form** completed
 - Transfer students only:* Bring a previous transcript OR bring all documentation for high school classes taught at home
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☞ OCTOBER – MOWR DUAL ENROLLMENT REGISTRATIONS FOR SPRING ☞

Jennifer will send an email to you regarding what you need to do for this.

☞ JANUARY - SEND FIRST SEMESTER GRADE REPORT FORMS TO JENNIFER ☞

You can do this by dropping them into my folder (in the teacher file) at Eluminatus, or mailing them to Jennifer Switzer 303 Silverbell Lane, Sharpsburg, GA 30277.

☞ MARCH – MOWR DUAL ENROLLMENT REGISTRATIONS FOR FALL ☞

Jennifer will send an email to you regarding what you need to do for this.

☞ MARCH – JUNE – SCHEDULE TEST(S) TO BE PROCTORED ☞

Proctoring is required **only for classes taught at home by the parent/guardian.**

One end of course test must be proctored per subject. For more information, please refer to “Proctoring” in the Q&A.

The GAC Standard for Proctoring requires that we do end of course testing. When your student nears completion of a course during the year, please schedule a proctoring appointment. End of Course proctoring will begin in March and will continue until June. You will need to schedule a proctoring appointment during this time for all courses that take the full year to complete. More information will come in the spring regarding this.

☞ APRIL – JUNE - SCHEDULE YOUR END OF THE YEAR CONFERENCE ☞

(Email invitations will be sent to you with dates ranging from late April to late July for you to schedule this)

Make Sure You Have This When You Come:

- For each subject, bring **Final Report Cards** with print out of daily grades stapled behind
- For each subject taught with a tutor, bring signed tutor Final Grade Report Form
- Bring class **NOTEBOOKS** (*include ALL work – notes, quizzes, tests- completed by the student for EACH course being accredited.*)
- Bring a copy of your student's **ATTENDANCE** for the current school year.
- Bring documentation of **clock hours** for *elective classes* as agreed at initial conference.
- Bring one *graded* sample **ESSAY** of student's writing for the year