



GUIDELINES FOR REGISTRATION HOME EDUCATION PROGRAMS

Welcome to the Koinonia@Home learning community! We are here to assist you with any questions you may have and to support your home-based learning experience.

Program Director	Mary-Lou Stacey	(403) 226-2174
	marylou.stacey@koinonia.ca	
Administrative Support	Nicole Dunham	(403) 598-1436
	nicole.dunham@koinonia.ca	

Registering for Home Education Programs

There are **3 steps** to the registration process at Koinonia@Home.

Step 1 involves the completion of the registration forms and submission of documentation required by Alberta Education. To simplify the process, we've created a checklist of forms, signature areas and documents that must be received by our office each year your family is enrolling with Koinonia@Home. Unless otherwise noted, please have both parents sign the forms.

The forms must be completed for *each* student in your family.

Checklist of Required Documentation

- Koinonia Home School Registration (Form 1)**
 - Primary Proof of Residence
 - Secondary Proof of Residence Parent Code and Release of Liability
 - Special Education Documentation If Applicable (**New families only**)
 - Proof of Citizenship (**New families only**) Duty of Care
 - Current School Reports (**New families only**)
 - Declaration of Notification of Bill 44
 - Koinonia Christian Schools Statement of Faith
 - Consents for Use of Personal Information
 - Parent Code
 - Permission and Release of Liability
 - Duty of Care
- Home Education Regulation (Form 2)**
 - Resident School Board Declaration (number 12 – if your child was to attend a local campus school, what school division would you register with?)
 - Part B: Families can choose to achieve the outcomes contained in the Schedule in the Home Education Regulation, the outcomes contained in the Alberta Programs of Study, or both depending on the goals for their individual plans.

Alberta Education requires **original** signatures on all formal documentation; so, mailing the forms and documents is necessary. Please also email the forms to homelearninginfo@koinonia.ca or fax them to 1-877-712-2642 so that we can begin processing your registration as we wait for the original copies to arrive at our offices.

Please mail all forms to:

Koinonia Christian School Red Deer
Attention: Nicole Dunham
6014 57 Ave
Red Deer, Alberta
T4N 4S9

We must receive a complete emailed or faxed copy of these forms by September 30th for official enrollment in Koinonia@Home. Final acceptance will be communicated after the completion of Steps 2 and 3: an interview and completion of the Home Education Learning Plan.

Step 2 Interview and Planning Consultation: This step is mainly for new families/students and involves a conversation with our Program Director. Once your interview is complete, you will be connected with the teacher assigned to support your program. At this time, your DL course requests will be confirmed. Koinonia families that are re-enrolling and would like to discuss their program with our Program Director may contact the office or Program Director directly to arrange an appointment.

[After Step 2 is complete, you will receive an email indicating you have been conditionally accepted into the Koinonia@Home program.](#)

Step 3 Home Education Learning Plan: Final confirmation of registration can only be completed when the Home Education Learning Plan is completed. You may choose to complete this plan independently **or** request the assistance of the teacher assigned to support your program. Our Program Director is also available to support the development of your learning plans. Once completed, the plans will be reviewed by our Program Director and Principal. After review, you will receive an email from our Principal confirming your final acceptance into the Home Education program at Koinonia@Home. Alberta Education requires that **all plans must be reviewed before September 30th**. Please submit plans to your support teacher before September 25th to allow time for processing. If you have any questions about this process or the required deadlines, please contact Mary-Lou Stacey to discuss at 403-226-2174. Plans can be updated during the year through discussion with your teacher and/or Program Director. A set of guidelines to develop your plan and samples of plans are also available on our website for your reference.

Can We Help?

If you need assistance, please contact your teacher or our Program Director. We are currently developing a list of frequently asked questions that will be available in the near future.

On behalf of the Koinonia@Home staff, we look forward to welcoming you into our learning community and to future fellowship opportunities with you and your family.

Yours in Christ,

Vern Rand

Mary-Lou Stacey

Nicole Dunham

Principal

Program Director

Administrative Support