**Enrollment and Academic Advising Request Form**

(Revised February 1, 2022)

Thank you for contacting TPS! Please take the time to **fully read and complete this form** so that we know how to best address your specific questions.

*I am new to TPS and interested in learning more about (check all that apply):*

Course administration (live class format, workload, course evaluation, etc.)

Course selection

Enrollment (placement tests, waitlists, payments and fees)

Full-time enrollment in the Diploma Program

Other

*I have one or more students currently enrolled in TPS courses and am interested in full-time enrollment in the Diploma Program.*

Student Name(s):

Family ID:

*For returning families with questions about TPS programs or enrollment outside of the TPS Diploma Program, we invite you to meet us in live support chat or by email.*

**New to TPS?**

Please take some time to read through the information available at the following links.

♦ TPS Mission (who we are): <https://at-tps.org/about/mission/>

♦ TPS Subject Catalog (overview of what we offer in each subject): <https://at-tps.org/subjects/>

♦ TPS Parent Responsibilities (your role in our education partnership):

<https://at-tps.org/knowledgebase/parent-responsibilities/>

♦ TPS Enrollment Agreement and pages linked from it (how we operate):

<https://at-tps.org/enroll/enrollment-agreement/>

*I have read the information at the links provided and have the following specific questions I would like to discuss (please type your questions here).*

**Additional New Family Questions (*Please respond to all questions*):**

1. For U.S. citizens, are you new to “independent” schooling (i.e., parent-managed education or “homeschooling”)? If so, have you already worked with your regional homeschool organization and become familiar with your state’s laws and requirements?
2. What is your **U.S. state** of residency (U.S. citizens) or **passport country** of citizenship (non-U.S. citizens)? Education requirements are different in each state and country, and we will try to prepare to discuss your needs and interests in the context of your requirements.
3. What is your current **time zone**? Knowing your location will also help us to assign you to the right staff member and offer you appointment times that are more convenient for your schedule.

**Academic Background and Enrollment Interest**

*This section must be completed by* ***new and currently enrolled families.***

* The information in this section is requested only for the purpose of academic advising. It is not required for acceptance into TPS courses and will not be used for course placement. Its only use will be to help you with academic planning and course selection. **We respect that this information is private, and we will handle it securely.**
* Complete **one Academic Background table per student**.
* If the student’s subject **Background** is TPS, you may just put “TPS” in the block and we will review the information in StudyPlace.
* **For new families only**, if you are not interested in discussing a subject for a student, write “Not Interested” in the **Next Course** field. In this case it is still helpful if you provide **Most Recent Course / Curriculum**, because background in one subject may affect readiness for another.
* If you need additional templates to provide background information for more than three students, please copy and paste a blank template to the end of the document to create more template pages.

**Academic Background**

**Student Name: Birth Date:**

**Time Zone during school:** **Grade Level for Upcoming Enrollments:**

| **Subject** | **Background: Most Recent Course** (include school or curriculum if the course was not taken at TPS) | **Final or Current Course Grade** | **Desired Next Course (if known)** |
| --- | --- | --- | --- |
| English (Writing + Literature) |  |  |  |
| Math |  |  |  |
| Science |  |  |  |
| History/Social Studies |  |  |  |
| Foreign Language |  |  |  |
|  | Additional Information | | |

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| History/Social Studies |  |  |  |
| Foreign Language |  |  |  |
|  | Additional Information | | |

**Returning the Form**

Please save this form as a doc or pdf document and email it to [support@pottersschool.org](mailto:support@pottersschool.org). After you return the form, you may expect one or more of the following responses:

* Email from an adviser asking to set up a phone or GP7 meeting.
* Email(s) from TPS Support Staff or teachers with written information in response to one or more of your specific questions.
* Email(s) asking for clarification or additional information to be sure that we understand and are able to fully address your question(s).

We respond to most requests within 2-3 weekdays. If you do not receive a timely response, please let us know so we may resolve the issue.

Thank you for considering TPS in your academic planning, and for inviting us to help you build your “best transcript” for each of your students!