

St. Nicholas Orthodox Academy Procedures
for
Accreditation of the Home School Student

St. Nicholas Orthodox Academy, through the Georgia Accrediting Commission, offers accreditation to home school students who have a parent or mentor with an undergraduate degree. Also, the student must have a secluded place for study in his/her home and access to an encyclopedia or a computer search engine in the home. The accredited home-schooled student is required by the Georgia Accrediting Commission to have a standardized test once per year and send the recorded results to our school.

To begin this process of accreditation, a “Home Studies Accrediting Information Form” must be filled out and turned in with a home schooler’s application form, a registration form and a yearly fee of \$300 payable to St. Nicholas Orthodox Academy. Also the family begins to fill out a “Monthly Log of Time Spent in Study or Elective Activities each Day.” This monthly log is an excel document and may be filled out and emailed to us. This time log is turned in once per semester.

In “Home Studies Accrediting Information Form” the family describes all previous coursework achieved as well as current courses being taken. Usually the previous coursework is limited to the work achieved in high school courses because most families want to have only the high school work accredited.

For each course entirely directed by mentoring parent, the home school student shall take a test on our campus in Grant Park proctored by a St. Nicholas teacher at least once per quarter to confirm progress. The test is designed by the home mentor, and a test key is provided to the proctor by the home mentor. The family shall make an appointment for testing.

If the student is taking classes from an accredited institution (for instance, Univ. Of Nebraska or Seton), we need a transcript from that source verifying the student's work once per semester.

If the student is receiving instruction outside the home through a home resource center or any instructor working with a group of home school students, the student must supply us with information on the education and experience of the mentor, curriculum used, class times, and beginning and ending dates for the course. This information is requested on the “Home Studies Accrediting Information Form.” Grades given by the teachers outside the home must be submitted to us at least once per semester. The email grades may be forward to us, and paper grades may be copied and sent to St. Nicholas to be recorded.

To record onto the transcript elective course work such as internships, community service, violin or art, we need mentor education and experience information, beginning and ending dates, and time spent in the activity as well as verification from the mentor of the student's level of achievement if applicable.

After a home-schooled student has been enrolled in this program for one academic year (nine months) and has successfully completed the work that he or she has set out to accomplish; Saint Nicholas Orthodox Academy can give the student credit and release transcripts for the current work we have observed and previous years' achievements described.

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