

# TANAS

## TENNESSEE ASSOCIATION OF NON-PUBLIC ACADEMIC SCHOOLS CHURCH-RELATED SCHOOL APPLICATION

YEAR \_\_\_\_ - \_\_\_\_

### I. IDENTIFYING INFORMATION

School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

County \_\_\_\_\_ Zip \_\_\_\_\_

School Phone \_\_\_\_\_

Fax number \_\_\_\_\_ Year school was founded \_\_\_\_\_

E-mail address \_\_\_\_\_

School's web page \_\_\_\_\_

Administrator \_\_\_\_\_

Administrator's Phone \_\_\_\_\_

Sponsoring Church \_\_\_\_\_

Year church was founded \_\_\_\_\_

Pastor's name \_\_\_\_\_ Pastor's phone \_\_\_\_\_

Church Affiliation:

\_\_\_\_\_

Denomination

Association of Churches or Fellowship

School Board (please list the names and occupation of those who function in this supervisory position):

**NAME**

**OCCUPATION**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**II. CURRICULUM**

Traditional Curriculum:

- A BEKA
- Bob Jones
- Other (specify)

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Individualized Curriculum:

- A.C.E
- Alpha Omega
- Other (specify)

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**III. PROGRAMS OFFERED**

1. Private School: (underline grade levels offered) K5 1 2 3 4 5 6 7 8 9 10 11 12
2. Special Education Program?  Yes  No
3. Boarding School?  Yes  No
4. Satellite Home School Program?  Yes  No
5. Preschool (check levels offered):  Infants  Toddlers  K3  K4

**NEW AS OF FALL 2016**

All preschool programs are considered day care by the state and must be inspected accordingly. TANAS member schools are inspected by the Department of Education. Membership in TANAS exempts the Department of Education from controlling the schools' curriculum.

*\*\*TANAS Child Care Standards in Category IV Manual, pp. 20-28\*\**

**IV. HANDBOOK OR POLICY STATEMENTS**

Enclose with this application a copy of your school's most recent brochure or handbook that describes the school's policies. (pg. 18, Category IV Manual)

Please provide TANAS with a copy of the organizational minutes of the school.

The minutes must reflect that the school was established as a ministry of a denominational, parochial, or other bona fide church organization.

*(pg. 16, Category IV Manual)*

**V. COMPLIANCE WITH COMPULSORY SCHOOL LAW AND PRIVATE SCHOOL REPORTING FORMS**

At the beginning of each year, TANAS will provide identifying information about each school in our association to the Department of Education for inclusion in the *Tennessee Non-Public Schools Directory*.

Schools will receive a **Private School Reporting Form** (T.C.A. 49-6-3007) which is to be sent to the local superintendent’s office. This form should contain the names, grades, and addresses of all students, including home schooling students. The form is to be sent to the superintendent of the school district the child would be attending if they were not enrolled in your day school or home school program. Each county represented will require a separate form. For example, if you have 10 students enrolled, 5 from Giles county, 2 from Henderson county and 3 from Anderson county, you will send out 3 different forms – one to each district’s superintendent, listing only the students from his/her district.

SCHOOLS SHOULD RETAIN COPIES OF ALL FORMS, KEEPING ONE FOR THEIR SCHOOL FILES AND ONE FOR THE FILES KEPT IN THE TANAS OFFICE.

**VI. QUESTIONNAIRE**

1. Administrator or Principal \_\_\_\_\_  
Name

Qualifications \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Staff Members

| Staff           | # Full Time | # Part Time |
|-----------------|-------------|-------------|
| State Certified | _____       | _____       |
| Non-Certified   | _____       | _____       |
| Teacher’s Aides | _____       | _____       |
| Volunteers      | _____       | _____       |
| Secretaries     | _____       | _____       |
| Custodial       | _____       | _____       |

3. Does your school maintain permanent records on each student?

Yes     No    *(Pg. 19, Category IV Manual)*

4. Do your permanent records include certification of vaccination?

Yes     No    *T.C.A. 49-6-5001*

5. Do you maintain a personnel file on each staff member?

Yes     No    *(Pg. 17, Category IV Manual)*

6. Does the principal or a school board member conduct staff evaluations?

Yes No (Pg. 17, Category IV Manual)

7. Please list your current school calendar's beginning and ending date. Schools are required to operate 180 days a year, with a minimum of 6 ½ hours a day.

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Beginning Date Ending Date  
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8. Do you provide in-service days for your staff?

Yes No How many hours? \_\_\_\_\_ (Pg. 17, Category IV Manual)

9. Does your school administer standardized student achievement tests annually?

Yes No Name of Test \_\_\_\_\_

To what grade levels are the tests administered?

ALL GRADES GRADES 1-8 & 10 OTHER: \_\_\_\_\_

**By virtue of your TANAS membership, you will be receiving information this school year from Pearson regarding achievement testing. If you have made other testing arrangements, please disregard that information when you receive it.**

*All schools are encouraged to give achievement tests to each grade level annually. A current achievement test score facilitates entrance of a student to public school, should that be desired. TANAS requires that you test all day school students in grades 1-8 & 10 and that you test all home schoolers (in any grade). (Pg. 17, Category IV Manual)*

10. Please provide TANAS with a summary of achievement test scores from last school year.

11. In what Christian school or other organization(s) does your school hold membership(s)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. FACILITY**

Being a member of TANAS does not exempt church schools from meeting health and safety standards. (TCA 49-50-801)

Each church-related school must have one facility with said facility meeting zoning and safety standards. A personal residence does not qualify as a facility. If the school serves hot lunches, a health permit is required.

Please enclose a copy of whichever is applicable:

- Fire Inspection Report
- Approval Letter from the local Fire Chief
- Health Department Permit
- Certificate of Occupancy

**VIII. SATELLITE HOME SCHOOL INFORMATION**

If the school offers a Satellite Home School program, please complete this section. A summary of Church-Related Home School requirements can be found of pg. 29 of the TANAS Category IV Manual.

Administrator/Coordinator’s name and qualifications:

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Please enclose a copy of the policies that govern your Home School program, along with any forms that are used.

**IX. NOTIFICATION OF APPROVAL OR DENIAL**

Each school that applies will be notified in writing of their acceptance or rejection. If approved, a certificate of membership for the current school year will be forwarded to the school. Schools which are denied will be given a written explanation of the reason for denial.

TANAS may offer a temporary membership certificate to schools which have minor deficiencies. The certificate will be for no longer than ninety days.

**X. REVOCATION OF MEMBERSHIP**

TANAS, if it is deemed necessary, may revoke a school’s membership at any time before the annual expiration date. A ninety-day notice will be given to the school’s board of directors, advising them that the school’s membership status is being revoked and the reason will be duly stated. Said school may appeal the decision if such appeal is made in writing within the ninety-day period.

**XI. STATEMENT OF FAITH**

- *We believe the Bible to be the inspired Word of God and our standard for faith and practice.*
- *We believe in God as revealed in the Bible. He, as our eternal heavenly Father, is the author of truth, love, and faith.*
- *We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death, in His bodily resurrection, and in His second coming.*
- *We believe in the Holy Spirit who empowers for service and reveals Jesus in us.*
- *We believe that man was created in the image of God, fell through disobedience, and is saved through faith in Jesus Christ.*

**XII. ENROLLMENT**

**Day School Enrollment**

K5\_\_\_\_ 1st\_\_\_\_ 2nd\_\_\_\_ 3rd\_\_\_\_ 4th\_\_\_\_ 5th\_\_\_\_ 6th\_\_\_\_ 7th\_\_\_\_ 8th\_\_\_\_  
 9th\_\_\_\_ 10th\_\_\_\_ 11th\_\_\_\_ 12th\_\_\_\_

**Pre-School Enrollment**

Infants\_\_\_\_ Toddlers\_\_\_\_ K-3\_\_\_\_ K-4\_\_\_\_

**Home School Enrollment**

K5\_\_\_\_ 1st\_\_\_\_ 2nd\_\_\_\_ 3rd\_\_\_\_ 4th\_\_\_\_ 5th\_\_\_\_ 6th\_\_\_\_ 7th\_\_\_\_ 8th\_\_\_\_  
 9th\_\_\_\_ 10th\_\_\_\_ 11th\_\_\_\_ 12th\_\_\_\_

**XIII. MEMBERSHIP FEE SCHEDULE**

School Enrollment:

Total number of day-school students \_\_\_\_\_ X \$8.00 = \_\_\_\_\_  
 Total number of pre-school students \_\_\_\_\_ X \$8.00 = \_\_\_\_\_  
 Total number of home school students \_\_\_\_\_ X \$8.00 = \_\_\_\_\_

**Minimum fee: \$150.00**

Total \_\_\_\_\_

Method of payment (please check)

- Total dues enclosed
- Total divided into two equal payments
  - first payment due with application
  - second payment due January 15th

This application must be received by **September 30th** for membership approval for the present school year.

**XIV. AUTHORIZED SIGNATURE**

This is our school's application for membership in the Tennessee Association of Non-Public Academic Schools. I understand that membership is on an annual basis. My signature affirms that our school endorses and practices the TANAS Statement of Faith.

If our organization's application for membership is accepted, we agree that our membership may be revoked at any time by a duly appointed officer of TANAS, on refund of the pro rata part of our dues paid in advance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Additional Information or Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**TANAS Use Only**

Date Application Received: \_\_\_\_\_

Payment: \_\_\_\_\_ Check Number: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Second Payment Received: \_\_\_\_\_  
Date Check Number

Total Students: Pre \_\_\_\_\_ K-8 \_\_\_\_\_ 9-12 \_\_\_\_\_ H.S. \_\_\_\_\_

Total Teachers: \_\_\_\_\_

**(Revised 2-2016)**

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**TANAS**  
**P.O. BOX 411**  
**HOHENWALD, TN 38462-0411**  
**OFFICE TELEPHONE: 931-796-4348**  
**FAX NUMBER: 931-796-1186**  
**Website: [www.tanasonline.org](http://www.tanasonline.org)**  
**Primary e-mail: [mainoffice@tanasonline.org](mailto:mainoffice@tanasonline.org)**  
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