



Forest Trail Academy

## Parent Student Handbook

If these required documents are not submitted within 7 days of enrollment, the student’s account will be placed on hold/inactive status until receipt of all applicable documents.

Dear Parents/Guardians or Independent Students:

Thank you in advance for reading the Student Handbook. Our policies and procedures are detailed in the Handbook, and we are sure many of your questions and/or concerns are addressed here:

[http://www.foresttrailacademy.com/pdfs/student\\_handbook\\_FTA.pdf](http://www.foresttrailacademy.com/pdfs/student_handbook_FTA.pdf)

We want all of our students to have a successful experience at Forest Trail Academy. Please make sure both you and your student have reviewed our rules of conduct and internet safety, in addition to all other information.

If you have any questions not addressed here, please feel free to contact us. Please print mail, fax, or e-mail this document with your signature below. We must have a copy for our files. We do not want any interruption in service and ask that upon reading the Parent/Student Handbook, you mail, fax, or e-mail this document back to our office for our records within 7 days of your enrollment.

As your student has just enrolled, if you have not faxed or e-mailed these forms <http://www.foresttrailacademy.com/enrollment-application.html>, please do so. We appreciate your understanding that the file has to be complete in order for your student to continue in our program. If you have any questions, please contact the school office, Monday – Friday, 9:00a.m. To 6:00 p.m. Our office number is 800-890-6269 or 561-537-5501.

Sincerely,

*Dr. Gifty Chung*

Dr. Gifty Chung, Academic Director

### Media Release (Parent Student Handbook - page 19):

I, the undersigned, DO grant permission for Forest Trail Academy to use the likeness or voice of my child and **first name and last initial only** for news releases, media, and promotional activities.

I, the undersigned DO NOT consent or grant full permission for Forest Trail Academy to use the name, likeness, or voice of my child for news releases, media, and promotional activities.

I have read and/or reviewed Forest Trail Academy’s Parent/Student Handbook. **I understand that it is my/our responsibility to ensure that the student completes all submitted work himself or herself, with minimal assistance.**

Student Name  
(Print):

Student  
Signature:

Date:

Parent Name  
(Print):

Parent  
Signature:

Date: