

PHONE: 904-491-6233
FAX: 951-346-5089
WWW.OGBURN.ORG



1411 S. 14TH STREET, UNIT H
OR
P.O. Box 290
FERNANDINA BEACH, FL 32035

“A SACS ACCREDITED DISTANCE EDUCATION SCHOOL”

Thank you for requesting information on *The Ogburn School*, where you can earn a high school diploma through convenient home study.

When you enroll with us your tuition includes:

- ◆ enrollment in a private SACS accredited institution
- ◆ Florida Department of Education certified teachers
- ◆ transcript services
- ◆ grading services
- ◆ curriculum
- ◆ diploma awarded upon completion of program

If you have questions, please contact us at the school. If no one is in the office when you call, please leave a message and your call will be returned by the next evening.

You can succeed in home study and we can help you achieve your goals.

Sincerely,

Minnie Ogburn, Director

Brandy Carvalho, Assistant Director

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School Profile:

The Ogburn School, Inc. is a private AdvancEd/SACS accredited school located in Fernandina Beach, Florida. In 2009 The Ogburn School moved into permanent headquarters at 1411 S. 14th St Unit H. This move demonstrates the commitment we have towards our students who desire an alternative approach to a non-traditional learning environment.

The Ogburn School, Inc. was founded in 1997 as Ogburn Home School Systems, a correspondence school for students seeking an educational alternative. The school achieved CITA SACS accreditation in 2005, one of the first distance education schools in Florida to achieve this status. Ogburn Home Schools incorporated in 2005 as Ogburn Home Schools, Inc. To better define our mission and purpose, in 2007, the corporate name was changed in 2007 to The Ogburn School, Inc. The Ogburn School serves grades 8-12, with grades K-7 students admitted under special circumstances. Students have several options to their education, including distance learning or attendance based programs. Students enrolled in McKay scholarships must enroll in the attendance based program. All core courses are NCAA approved.

The student body is comprised of students with diverse educational needs. There are those whose parents provide an outstanding home schooling environment who wish to continue that process with a program that provides an engaging outcome based curriculum. Others are unsatisfied with the educational options in their geographic area. Still others may have exhausted public school options but are motivated to complete their education and pursue postsecondary education or training. The Ogburn School serves these students throughout the world.

Graduates of The Ogburn School may continue their education at postsecondary level through public or private colleges or join the military. Graduates may also use their diploma to increase their credentials in the workplace, and others have earned their diploma for personal satisfaction. Since 2000, students have earned credits for transfer to their base school to assist in placing students in the appropriate grade level. Florida Virtual School has also approved an articulation agreement for students who wish to take courses online and transfer credits to our program. The Ogburn School is proud of the working relationship we have developed with other educational institutions.

- Our academic process is comprised of four components;
- Diagnostic assessment - determines readiness
 - Prescription - created and differentiated for each individual student
 - Instruction – students work at their unique individual pace
 - Evaluation - students are assessed on an ongoing basis

Using this four step process consistently, students achieve proficiency in essential skills. The Ogburn School strives for excellence in meeting the individual needs of our students.

Mission

The mission of The Ogburn School is to provide quality education to students seeking a non-traditional approach to learning, providing a challenging curriculum that engages students from primary through secondary instruction.

Vision

The Ogburn School will be recognized as a leader in providing innovative instruction in hybrid and distance learning, allowing flexibility for students to grow academically and personally in a unique educational environment that encourages individuality while promoting academic rigor.

Statement of Values

At The Ogburn School we value:

Creative educational options unique to each individual that foster quality instruction and functional learning.
Educational preparation that leads to postsecondary education or gainful employment.

For additional information on our programs visit the following:

For distance learning: <http://www.ogburn.org>

For attendance based and blended learning programs: <http://www.ogburnschool.com>

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Graduation Requirements

To earn a high school diploma from The Ogburn School, Inc., students must complete the following courses.

A 2.0 GPA is required to earn a high school diploma from The Ogburn School. Students seeking state scholarships may need to meet additional requirements.

- 4 English credits
- 4 Math credits
- 3 Science credits
- 4 Required Social Studies courses
- Electives (4 credits)

While other courses will transfer in, The Ogburn School offers the following courses to meet the graduation requirements:

English 1	Biology	American Government	Outdoor Education
English 2	Earth Science	Economics	Life Management
English 3	Environmental Science	American History	
English 4		World History	

- Algebra 1A
- Algebra 1B
- Consumer Math
- Geometry

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Your Questions Answered...

How do I start?

Fill out the enrollment application and send it back to us with your down payment or tuition paid in full. Please complete it accurately so we will know which materials to send to you. Please contact your last educational institution to have your official transcripts sent to us as soon as possible. You will be contacted within 5 business days.

Is there a comprehensive program exam?

No. Our program is based on your completion of a portfolio of assignments. Your grades are based on the quality of work that you send to us. Grades for work experience are based on the evaluation that your employer provides to us, either on our form or on the employer's letterhead.

If I return to a traditional classroom in a local high school, will I be able to transfer these courses?

Our school is an accredited SACS distance education school, which is an internationally recognized accrediting agency. Each school has its own policies about course transfer. The Ogburn School, Inc. follows the State of Florida course numbering system, curriculum frameworks and performance standards. Therefore, our courses correspond in both description and number, making it easier for public and private institutions to determine which courses will transfer.

Is The Ogburn School diploma a GED?

No. The GED is earned by taking a series of tests administered by an authorized testing agent. Our diploma is a credit diploma granted by a private school.

How long does it take to complete the program?

This depends on how many courses you already have completed elsewhere, and how quickly you complete each course.

How will I know how much life experience I have earned?

When you return your life experience profile, we then determine how many courses you need for program completion.

How do I know how many courses I have to transfer?

When your transcript is returned to us, we evaluate which courses will transfer into your program. It is our policy to transfer courses that coordinate in name, number, and/or description if the transcript is send on school letterhead and is verifiable by our advisor.

When do I receive my diploma?

Your diploma is sent as soon as you complete the course requirements and pay tuition in full. Diplomas are printed four times per year, or every quarter.

Can I go to college with your diploma?

Yes, you can apply to the college of your choice. Remember, you must pass entrance or placement exams at most colleges. Florida students who achieve a 3.0 GPA and an ACT score of 20 or an SAT score of 970 may qualify for a Bright Futures scholarship.

Can I join the military?

Our school is an accredited institution. Each branch of the military has its own requirements. You must make a certain score on the Armed Services Vocational Aptitude Battery (ASVAB) test and meet other physical requirements. Many of our graduates enter the military. Check with your local recruiter.

Will others automatically know that this is a distance education school?

Your diploma does not state that The Ogburn School is a distance education institution. However, please be aware that distance education is increasingly popular, and you are enrolled in an established alternative school that meets state requirements for operation and is regionally accredited by the Southern Association of Colleges and Schools (SACS), a division of AdvanceEd.

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Transcript Request

Please fill out completely, and send to your previous school. We will gladly assist if there are any questions.

Student Name: _____

SS#: _____

DOB: _____

Telephone: _____

Address: _____

Last Year & Grade: _____

Former Name: _____
(if applicable)

Signature: _____

Date: _____

Please forward an official copy of my transcripts to:

The Ogburn School, Inc
P.O. Box 290
Fernandina Beach, FL 32035

Attn: Brandy Carvalho/Records

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Procedures for Awarding of Work Experience Credit

Students 18 years or older may submit a portfolio of work experience for the awarding of elective credit. The procedures are as follows:

1. Student must submit a portfolio of documented life and work experiences. This shall include, but not be limited to, the following:
 - (a) Type of experience, position title, paid or volunteer service
 - (b) Detailed description of duties performed
 - (c) Duration of service
 - (d) Name and address of host employer or organization
 - (e) Certificates of completion of any course work, training, or workshops
 - (f) Pay stubs (year-to-date copies are acceptable)
 - (g) Letters of reference on organization letterhead
 - (h) Documentation of recognition or awards
2. Director and/or instructors examine portfolio to determine if the documents meet the specified standards.
3. Director will cross-reference the experiences with the Florida DOE Course Code Directory to determine the appropriate courses that correlate with the documentation submitted.
4. A student on the college preparatory curriculum may earn no more than 7 elective credits toward a high school diploma.
4. A student on the 24 general curriculum may earn no more than 9 elective credits toward a high school diploma.
5. A student on the 18 credit track may earn no more than 3 elective credits toward a high school diploma.

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Life Experience Profile

Experience is the best teacher! Complete the form as fully as possible in your own handwriting. Use another sheet of paper if you need additional space.

Name: _____ SS#: _____

Address: _____ City: _____ ST: _____ Zip: _____

Community/Volunteer Work:

Church Activities:

Previous schools:

(Whether or not you received a degree)

Work Experience:

Military Service:

Travel:

Foreign Language:

Musical Ability:

Computer Skills:

(Include word processing, etc.)

Life Management Skills:

Address any personal needs or concerns on a separate sheet of paper.

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Work Experience Portfolio

Submit a form for each place of employment. Please attach any certificates, letters, statements, or other items that document your competencies in your work experience. Please make copies as needed.

Name: _____

Type of Work Experience: _____

Years of Work Experience: _____

Place of Employment: _____

Duties & Responsibilities: _____

Special Training: _____

ACCREDITED

This is to certify that

The Ogburn School, Inc.

having met the requirements established by the AdvancED Accreditation Commission and Board of Trustees is hereby accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

Expiration Date: **June 30, 2015**



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Advancing Excellence in Education



Mark A. Elgart

Mark A. Elgart, Ed.D.
President/Chief Executive Officer
AdvancED

North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are accreditation divisions of AdvancED®.

ENROLLMENT POLICIES: Please read and initial at the bottom of the page where indicated. Return this form with the applicant information form on the next page.

- *Tuition includes online texts, study guides, grading and record services.
- * Students pay postage on materials sent to the school. The Ogburn School pays postage on materials sent to students.
- * Materials are sent within 10 days of receipt of enrollment agreement, tuition payment, and required paperwork.
- * After enrollment acceptance, receipt and evaluation of prior transcripts, students are informed in writing of courses required to earn a high school diploma.
- * In accordance with the Family Rights and Privacy Act of 1975, the Ogburn School will not release information concerning a student's records, grades, or status over the telephone.
- * Students should retain a photocopy of all lessons in case of loss during shipment or technology outage.
- * Only grades, not submitted lessons, are not returned to students unless the lessons need to be reworked.
- * Student is responsible for fees incurred for requesting prior transcripts. A form is provided.
- * Courses are provided in sequence as designated by The Ogburn School.
- * A diploma is awarded after all courses are completed and payment obligations are met.
- *The Ogburn School makes no guarantee that its credits or diploma will automatically be accepted at any other institution. If you have questions about credit transfer, you should ask the institution that you plan to attend. The Ogburn School will explain the program to any institution that requests such information.
- *You will receive a copy of this enrollment upon acceptance into The Ogburn School.
- * An academic year is 10 months or 5 courses.
- * If the student is under compulsory attendance age in his/her state, please attach a letter stating the reason for enrollment in The Ogburn School.
- *Diplomas are printed four times per year, or every quarter.
- *Transcripts are prepared at the end of every month.
- *Verification of enrollment or graduation is provided upon request. The first transcript is provided at no charge to the student. Subsequent transcripts are assessed a \$25.00 processing fee.

REFUND POLICY:

- (1) If enrollment cancellation is requested within five (5) days from midnight of the day on which the enrollment agreement is signed, a refund of all payments is issued.
 - (2) If enrollment cancellation is requested after five (5) days from midnight of the day on which the enrollment agreement is signed, the student is no longer responsible for further monthly payments.
 - (3) All books and materials must be returned or billing will continue.
 - (4) **No credits or transcripts are issued for students who withdraw prior to enrollment agreement expiration date or full tuition payment.**
 - (5) If you are unable to complete your coursework in the allotted time, additional time to complete the courses may be arranged for the normal monthly payment. This is the normal extension fee.
- * Students who remain inactive academically or financially for a period of 45 days will be withdrawn from the program. A reinstatement fee will apply if students wish to re-enroll. Balance is due for inactive periods and all materials must be returned in good condition. A leave of absence may be granted for extenuating circumstances and must be requested in writing.

The Ogburn School, Inc. is registered with the Florida Department of Education as a private school and is accredited by the Southern Association of Colleges and Schools as a distance education school (SACS). In accordance with Title VI, Civil Rights Act of 1964, Education Amendments of 1972, The Ogburn School, Inc. does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, or disability in recruitment, selection, treatment, or termination of students.

I have read and understand the enrollment policies.

_____ Initials

_____ Date

Applicant Information: Please complete this form and submit to The Ogburn School

Please print or type:

Name: _____ Address: _____

City: _____ State: _____ County: _____ Zip : _____ DOB: _____

SS#: _____ Phone: _____ Birthplace: _____

Race: _____ M ___ F ___ e-mail address: _____

Previous Schools Attended: _____

Address: _____ City: _____ ST: _____ Zip: _____

Last Year Attended: _____ Grade completed: _____ Former Name: _____

If under 18, name of parent or guardian: _____

Address: _____ City: _____ ST: _____ Zip: _____

Personal Reference: Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

Student Signature: _____ **Date:** _____

Parent or Guardian Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

Proctor Statement

I, _____, certify that the assignments submitted are my own work and not that of any other person.

Student Signature: _____ **Date:** _____

I, _____, certify that the individual named above is known to me and the assignments submitted are the work of the student and not that of any other person.

Proctor Signature: _____ **Date:** _____

Proctor name: _____

Address: _____

Phone: _____

**The Ogburn School, Inc. expects its students to be honest in all of their academic work. In signing this enrollment, the student agrees to adhere to a commitment of academic honesty, and that all work will be that of the student.*

***If a student is under 18 years of age, then both student and parent must sign this enrollment form.**

**By signing this enrollment agreement, students and /or parents or guardians acknowledge understanding and agree to abide by the policies stated by The Ogburn School, Inc.*

**Payments are due by the 5th of each month regardless of billing statement or enrollment date.*

**If a student is under compulsory attendance age in his/her state, please attach a letter stating the reason for enrollment in The Ogburn School.*

**No cash, personal or business checks accepted. We accept American Express, MasterCard, Visa, and Discover credit and debit cards. Credit card payments: To pay by credit card you must include a copy of the front and back of credit card and a copy of identification with picture. If the credit card is not in your name you must also include the identification of the cardholder.*

Check one: _____ Am Exp _____ Master Card _____ Visa _____ Discover **Amount:** _____

Credit Card Number: _____

Security Code: _____ (This is the last three digits of the number on the back of card)

Name as appears on card: _____

Signature: _____ **Exp. Date:** _____

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Tuition Schedule - 2010/2011

Ogburn E-School (online school)

(\$199 down and \$70 per month for 10 months + \$75 Registration fee)

Program includes online texts, lessons, study guides, teacher support, grading services, academic counseling, and transcript preparation for a complete home study program.

Grades K-8th - \$899 per academic year

(\$199 down and \$70 per month for 10 months + \$75 Registration fee)

Grades 9th -12th

Tuition starts at \$1095. Please contact the school to determine payment plan.

Ogburn Home School Plus - \$2599 per academic year

(\$299 down and \$230 per month for 10 months + \$75 Registration fee)

Program includes books and online texts, study guides, direct teacher contact and support, grading services, academic counseling, transcript preparation, and twice weekly study sessions for a complete home study program supported by weekly attendance sessions.

*does not include \$75 registration fee

Note: This option available only for students within the geographical area of Fernandina Beach, Florida, who are able to attend classes at our location. We do not provide in-home tutoring.

Ogburn Academy - \$7499 per academic year

(\$499 down and 700 per month for 10 months + \$75 registration fee)

Program includes books and online texts, study guides, grading services, direct teacher contact and support, class sessions, and access to credit lab, academic counseling, and transcript preparation.

NOTE: This option available only for students within the geographical area of Fernandina Beach, Florida, who are able to attend classes at our location on a full-time basis. We do not provide in-home tutoring.

Adult High School - \$499 per year

(\$99 down and \$40 per month for 10 months + \$75 registration fee)

*Student must be 18 years of age or older and have Grade 9 credits to transfer. Program includes online texts, study guides, grading services, and transcript preparation for a complete distance education program.

Supplemental Tutoring - \$160 per month (payable in advance)

Includes one hour tutoring session per week

Credit Recovery - \$150 per 0.5 credit, \$300 per credit (payable in advance)

Program includes online texts, study guides, grading services, and transcript preparation for transfer to student's designated school. Student should contact the receiving institution regarding

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credit transfer, subject, and course number needed for enrollment.

Note: An academic year is 6 credits or 10 months. Registration fees are non-refundable. Credit cards, debit cards, and money orders only.

Enrollment Checklist:

In order to process your application, please submit those items which are checked.

- Enrollment agreement completed. Initial pg. 12 and complete pg. 13.
- Transcript request or sealed official transcript
- Work Experience Profile
- Statement of need for alternative education
- Tuition payment (money order, certified check, VISA, Master Card, Discover, or American Express credit card, or a master card or VISA debit card)

NOTE: Although faxed enrollment agreements are accepted to begin the enrollment process, hard copies with original signatures must be received before grades, transcripts, or diplomas are issued.

Thank you for your enrollment.

Minnie Ogburn

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Proctor Statement

I, _____, certify that the assignments submitted are my own work and not that of any other person.

Student Signature

Date

I, _____, certify that the individual named above is known to me and the assignments submitted are the work of the student and not that of any other person.

Proctor signature

Date

Proctor name: _____

Address: _____

Phone: _____