Sample Student Enrollment Packet

# Student Information

 Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Initial Last

 Parent/Legal Guardian #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Last

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Best method of contact: Phone / Email Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Legal Guardian #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Last

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Best method of contact: Phone / Email Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ENROLLMENT PREFERENCE

Enrollment preference is given to students who meet any of the following criteria. A.R.S. § 15-184(B). Please indicate if any of the following apply to the student that is enrolling (Student):

\_\_\_\_\_ Previously attended this charter school.
 Date(s) of prior attendance: ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Sibling of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is already enrolled in this
 charter school.

\_\_\_\_\_ None of the above

**[NOTE: The following preferences are authorized pursuant to A.R.S. § 15-184(C) and (D) and are at the discretion of the charter holder. If the charter holder has determined not to provide the following preferences, the following section should be deleted from the enrollment packet.]**

Charter schools may give enrollment preference to students who meet one of the following criteria. A.R.S. §§ 15-184(C) and (D).The governing board of this charter school (School) has determined to provide such enrollment preference. Please indicate if any of the following apply to the Student:

\_\_\_\_\_ Child, grandchild, or legal ward of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is one
 of the following:

* An employee of the charter school or the charter holder
* A member of the School’s governing board
* A director, officer, partner, or board member of the charter holder

\_\_\_\_\_ Student that attended another charter school that is one of the following:

* Operated by this charter holder, board and governing membership,
* Managed by the same educational management organization or educational service provide. School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Sibling of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who attended another charter school that
 is one of the following:

* Operated by this charter holder, board and governing membership,
* Managed by the same educational management organization or educational service provide. School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ In foster care or designated as an unaccompanied youth pursuant to the
 McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a).

\_\_\_\_\_\_ Child of a member of the armed forces of the United States who is either active duty or was killed in the line of duty.

\_\_\_\_\_\_ None of the above

**[NOTE: The following paragraph should be included in all enrollment packets.]**

All other students will be admitted according to the School’s approved equitable enrollment process. A.R.S. § 15-184(E). Please contact the School for more information about the specific process utilized for enrollment.

**ENROLLMENT INFORMATION AND DOCUMENTATION**

# Student Age and Identity

Student Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade for 23-24 School Year: \_\_\_\_\_\_\_

*The above information is required to ensure that the student is placed in the correct grade level or cohort*.

*Students who are homeless or unaccompanied youth shall be enrolled in the school regardless of the ability to provide the verification of the student’s age and identity as outlined below. McKinney-Vento Homeless Assistance Act, 42. U.S.C. 1141-11435. Individuals enrolling a student who is considered to be homeless or an unaccompanied youth are encouraged, however, to submit such information/documentation, if available, in order to assist with the enrollment process and providing appropriate services.*

**Verification of Student’s Age and Identity**: Pursuant to A.R.S. §15-828(A), within thirty days of enrollment[[1]](#footnote-1), one of the following must be provided to verify the student’s age and identity:

1. A certified copy of the pupil’s birth certificate,
2. Other reliable proof of the pupil's identity and age, including the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate or

3. A letter from the authorized representative of an agency having custody of the pupil, pursuant to Arizona Revised Statutes, Title 8, Chapter 2, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

# Military Student Identification

*This information is collected pursuant to the Every Student Succeeds Act (ESSA), PubL.114-95 (2015). Parents and/or legal guardians may decline to answer; in which case, the student will be assumed not to be a dependent of a member of the U.S. military.*

\_\_\_\_\_ Student is a dependent of a member of the United States military services, defined as one of the following:

1. Active Duty Army, Navy, Air Force, Marine Corps, or Coast Guard
2. Full-time member of the National Guard or Reserve Forces of either the U.S. Army, Navy, Marine Corps, or Air Force
3. Member of the National Guard or Reserve Force of either the U.S. Army, Navy, Marine Corps, or Air Force

\_\_\_\_\_ Student is not a dependent of any of the above

# Arizona Residency

*This information is collected pursuant to A.R.S. § 15-802(B) and is required for enrollment.*

*Students who are homeless or unaccompanied youth shall be enrolled in the school regardless of the ability to provide the residency documentation outlined below. McKinney-Vento Homeless Assistance Act, 42. U.S.C. 1141-11435. Individuals enrolling a student who is considered to be homeless or an unaccompanied youth are encouraged, however, to submit such information/documentation, if available, in order to assist with the enrollment process and providing appropriate services.*

Student Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street Address

  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** City State Zip Code

To confirm the student’s residency, the Parent/Legal Guardian of the student must complete and submit the Arizona Department of Education (“ADE”), Arizona Residency Documentation Form and, if applicable, the ADE Affidavit of Shared Residency.[[2]](#footnote-2) If submitting an Affidavit of Shared Residency, the form must be signed and notarized and the original submitted to the School. Both forms are included in this enrollment packet.

# Disciplinary History

*This information is collected pursuant to A.R.S.§ 15-184(I) and may be a consideration for enrollment.*

Has the student ever been expelled from a previous school: \_\_\_\_\_\_\_\_

Is the student in the process of being expelled from another school: \_\_\_\_\_\_\_

If the answer to either of these questions is “yes”, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**Student Demographics**

*To comply with federal and state reporting requirements, charter schools are required to ask the following questions. All answers are* ***optional*** *and will not affect enrollment. Should the Parent/Legal Guardian choose not to answer the following questions, the School is required to report the student’s ethnicity and race based on the information and documentation in its possession.*

Student’s Ethnicity: \_\_\_\_\_\_\_ Hispanic or Latino

 \_\_\_\_\_\_\_ Not Hispanic or Latino

Student’s Race: \_\_\_\_\_\_\_ American Indian or Alaska Native

 \_\_\_\_\_\_\_ Asian

 \_\_\_\_\_\_\_ Black or African-American

 \_\_\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

 \_\_\_\_\_\_\_ White

**Students who are Homeless or Unaccompanied Youth**

If the enrolling student is considered to be homeless or an unaccompanied youth, complete and submit the Student Residency Questionnaire (SRQ) and, if applicable, the Caregiver’s Authorization Affidavit included in this enrollment packet. These documents are necessary for determination of whether the Student qualifies as a homeless or unaccompanied youth pursuant to the McKinney-Vento Homeless Assistance Act. In addition, please refer to the document titled “Rights of Homeless Students” also included in this enrollment packet.

# INFORMATION AND DOCUMENTATION REQUIRED FOR ATTENDANCE

# The following information and documentation is required for attendance but is not required for enrollment.[[3]](#footnote-3) Parents/Legal Guardians are encouraged, however, to submit the following, if available at the time of enrollment, in order to ensure the timely provision of services to the Student.

# Student Withdrawal Form

All students who previously attended an Arizona school must submit a properly completed and signed ADE Official Notice of Pupil Withdrawal form prior to attending the School. A.R.S. § 15-827. This form is required to be submitted prior to the Student attending but is not required for enrollment.

An ADE Official Notice of Pupil Withdrawal form is included in this enrollment packet. You may submit this form directly to the student’s prior school, or you may complete items 1 through 15 and return it to the School for submission to, and completion by, the prior school. In either case, this form must be returned to the School prior to the Student attending.

# Immunizations

Before attending any district or charter school, students are required to demonstrate proof of immunization, an immunization exemption or an immunization schedule consistent with the Arizona Department of Health Guidelines. A.R.S. §§ 15-872 and -873. If available, attach a copy of the student’s current, up-to-date immunization records, immunization exemption form, or immunization schedule with this enrollment packet. If not currently available, such records must be submitted to the School prior to the Student attending. For more information on immunizations, exemptions or schedules, please contact the School.

SUPPLEMENTAL FORMS AND INFORMATION

The enrolling school is required to request academic records from the student’s previous school. A.R.S. § 15-828(G). Accordingly, the following information and documentation is not required for enrollment or attendance. However, Parents/Legal Guardians may choose to submit such records that are in their possession in order to ensure the timely provision and continuity of services.

Prior Academic Records

The enrolling school is required to request academic records from the student’s previous school. A.R.S. § 15-828(G). However, Parents/Legal Guardians may submit academic records in their possession in order to ensure the timely provision of services. If you would like academic records in your possession to be considered for continuity purposes, please attach a copy when submitting this enrollment packet. Such records may include, but are not limited to, transcripts, report cards, test scores or other records that will assist in placing the student in the correct grade level, course, and/or classroom. If prior academic records are not provided, the School will enroll the Student, permit the Student to attend classes and request the Student’s records from the prior school. Any necessary adjustments will be made upon receipt and review of the Student’s prior records.

# IEP/504 Plans

The enrolling school is required to request the Student’s records from the previous school. A.R.S. § 15-828(G).However, Parents/Legal Guardians may submit a Student’s IEP or 504 Plan that is in their possession. If you would like submit such documentation in order to ensure the continuity of services for your Student, please attach a copy to this enrollment packet.

# Custodial or Other Legal Documents

Please submit any custodial or other legal documents of which the School should be aware. Such documents may include, but are not limited to, custody or visitation agreements, restraining orders, foster care agreements or similar documents that have bearing on student safety or the communication between the School and the Student’s family.

# PARENT/LEGAL GUARDIAN ACKNOWLEDGEMENT

I hereby acknowledge that I have thoroughly read and understood this enrollment packet in its entirety and that I am officially attempting to enroll the student in this School. I am aware that submission of this enrollment packet does not guarantee a seat. If there is insufficient capacity to enroll all pupils that submit a timely application, the school will follow its equitable enrollment process and notify me of my student’s status.

Parent/Legal Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Enrollment Form was completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All forms and documents may be submitted directly to the School via <this email address> or by delivery to the front office at <address> between the hours of <hours>.**

**You will receive a confirmation of receipt.**

The following additional forms are included in this Enrollment Packet:

1. ADE Arizona Residency Documentation Form

2. ADE Affidavit of Shared Residency

3. ADE Official Notice of Pupil Withdrawal

4. McKinney-Vento Rights of Homeless Students

5. McKinney-Vento Student Residency Questionnaire (SRQ)

6. McKinney-Vento Caregiver’s Authorization Affidavit

1. Failure to submit verification of age and identity shall result in referral to the appropriate local law enforcement agency for investigation. A.R.S. § 15-828(E).

 [↑](#footnote-ref-1)
2. Students who do not have proof of Arizona residency may be admitted, pursuant to the policies of the governing board, upon payment of tuition as governed by A.R.S. § 15-823. [↑](#footnote-ref-2)
3. Students who are considered homeless or unaccompanied youth should work with the School and the Local Homeless Liaison for compliance with the immunization and student withdrawal requirements. [↑](#footnote-ref-3)