Section 1 – Introduction Appendix A

Primary School Responsibilities

- Verifies, documents and maintains residency records of each student.
- Maintains, retains and manages the students' electronic, demographic data, health records, and cumulative file.
- Manages the FTE count of the student.
- Provides all IEP/504 services.

Proof of Age Requirements

The parent/guardian enrolling a student (except homeless students) in a PIE-AZ school for the first time will be asked to produce one (1) of the following proofs.

- A certified copy of the child's birth certificate.
- Other reliable proof of the student's identity and age (must include birth date), including the student's baptismal certificate, passport, a stamped application for a Social Security number, I94 with Federal stamp stating refugee status, or original school registration records, and an affidavit explaining the inability to provide the birth certificate.
- A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

The school will retain in the student's file a photocopy of the documentation presented.

The parent, guardian, or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided within 30 days, a certified letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified. All documentation including notices to local law enforcement shall be maintained in the student's cum folder.

PIE-AZ is required to immediately report to the local law enforcement authorities any documents used to enroll a student that appear to be inaccurate or suspicious in form or content.

Legal Custody and Residence

A student resides with the person who has legal custody of the student. A person has "legal custody" of a minor student only if the custody is:

- Exercised by the natural or adoptive parent with whom the student resides, or
- Granted by a court of competent jurisdiction to the adult with whom the student resides, or
- Military Power of Attorney with a copy of the "Order of Deployment."

PIE-AZ will not accept a notarized letter, temporary custody form, or power of attorney as creating or transferring legal custody or guardianship. A notarized letter or power of attorney is acceptable if the document is to confirm that legal or physical custody of a minor student has been transferred from one parent to the other parent of the student.

If a student resides with a family member or other adult who is seeking legal guardianship or custody through an uncontested guardianship or custody proceeding that has been commenced in state superior court, the student's residency may be deemed to be the residency of the family member or adult. The

family member or adult must provide proof of the proceeding within 30 days of enrollment and documentation of guardianship or custody once obtained.

A parent or legal guardian must provide one (1) proof of residency to establish a person's residence in the State. This documentation must be reaffirmed during the annual registration process and must be maintained according to the school's records retention schedule.

A person can prove his or her physical residence by submitting an original of one of the following documents that indicates the person's name and address:

- Valid Arizona Driver's license, Arizona identification card
- Valid Arizona motor vehicle registration
- Property deed
- Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security)

If a parent or legal guardian does not maintain his or her own residence, the parent or legal guardian must complete a signed and notarized affidavit indicating his or her name, the name of school site in which the student is being enrolled. The signed and notarized affidavit must bear the name and address of the person who maintains the residence where the student lives, attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

Documentation is subject to audit. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by parent/legal guardian or school official prior to filing.

The school will retain in the student's cumulative folder a photocopy of the documentation presented. A school may at any time require updated proof of residency.

Student Name

- Legal Name
  - The school will register student under the student's legal name. A student's legal name is the name given at birth, as indicated on the student's birth certificate or other reliable proof of the student's legal name. FAOI-AZ will change the student's legal name as reflected in its records if the student's legal name is changed by a valid court order. The student's legal name will be used to identify the student for the purposes of the following records: permanent record or transcript; health, attendance, and psychological records; report cards; teacher's file from "Making the Grade" and diploma.

- Preferred Name
    - The school will honor a request to refer to a student by a preferred name if requested by a student who is age 18 or older, a parent or legal guardian who has sole custody of the student, or by parents who have joint custody of the student and who mutually agree to the use of the preferred name. When a request has been made, a preferred name will be used by school employees to address the student and by the school to identify any of the student's records other than those listed above. The student's preferred name will be added to the student's electronic record.

Joint Technological Education District (JTED) admission

- Students must be enrolled at their primary school fulltime (4 classes), to be admitted into JTED.
- Students who drop from their primary school must be dropped from JTED and/or other ancillary school.

Student Records

- Transfer Student
  Within five (5) days after enrolling a transfer student, FAOI must request directly from the student's previous school a certified copy of the student's permanent student education records.

Exceptional Education Records

During the registration process, the registrar (or other staff member completing the registration) will ask the parent or legal guardian if the student has previously received special education services or needs accommodation for a disability. The registrar should use sufficient care when inquiring about previous special education services to ensure that the parent or legal guardian understands that "special education services" include any services previously provided pursuant to the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. If the parent or legal guardian indicates that the student has received special education services, the registrar will:

- Seek to obtain sufficient information regarding the nature of the disability, the period when services were provided, and the school that provided the services to obtain any special education records of the student; and
- Notify the school psychologist immediately.

Any record received from the student's previous school that contains information about special education will be promptly given to the school psychologist.

Non-Enrolled Student Visitors

As a general rule, children will not be permitted to attend or visit classes if they are not enrolled as students in the class or the school. The school principal may grant brief exceptions for a child whose participation in a class will enrich the learning of enrolled students. All visits by non-enrolled student visitors must be scheduled in advance and approved by the school principal.