



Arizona Charter Academy

Purpose, Character and Excellence in Education...

PART ONE - APPLICATION FOR 2012 - 2013 STUDENT ADMISSION

Please print. Information is required for admission.

How did you hear about us? Internet _____ Newspaper _____ Friend (if so whom) _____
 Yellow Pages _____ Driving by _____ Theatre Advertisement _____ Other _____

STUDENT INFORMATION

 Enrolling for the first time

 Re-enrolling

Seeking Admission for Grade Level _____ Last Grade Level Completed _____
 Last Name _____ First Name _____
 Legal Last Name (if different) _____ Middle Name _____
 Date of Birth _____ Place of Birth _____
 Current Age _____ Address _____
 Home Telephone Number _____ City _____
 Cell Phone _____ State _____ Zip _____

Please list any siblings that attend or will attend ACA _____

PARENT / GUARDIAN INFORMATION

Mother's Name _____	Father's Name _____
Address, if same as above check here, if not fill in below <input type="checkbox"/>	Address, if same as above check here, if not fill in below <input type="checkbox"/>
_____	_____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Home Phone _____	Home Phone _____
Cell Phone _____	Cell Phone _____
Fax/Pager _____	Fax/Pager _____
E-mail _____	E-mail _____
Employer _____	Employer _____
Occupation _____	Occupation _____
Work Phone _____	Work Phone _____
Preferred Method of Contact <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> E-mail	

CONFIDENTIAL INFORMATION

Student Lives With: Parents Mother Father Other (specify and name) _____
 Who has legal custody? Parents Mother Father Other (specify and name) _____

The school will not honor a request of restrictions unless copies of custodial papers or copies of court orders that support the requests of the parent are on file with the school.

Please describe visitation arrangements (if applicable) _____

Are there any family circumstances we should be aware of: _____

Are there any issues or concerns, related to health/safety that the school should be aware of? Yes No

If yes, please describe _____

DISCIPLINARY INFORMATION

Has your child ever been suspended from school? Yes No If yes, please give dates, school names and circumstances _____

Has your child ever been expelled from school? Yes No If yes, please give dates, school names and circumstances _____

Has student been involved in the juvenile or adult court system in the last year? Yes No

The name of your child's probation officer and telephone number (if he/she has one): _____

If on probation, please explain briefly: _____

SCHOOL INFORMATION

Please indicate all former schools your child has attended. (Attach additional page if necessary.)

<i>School's Name</i>	<i>City and State</i>	<i>Dates Attended</i>	<i>Reason for Leaving</i>

STATEMENT OF DISCLOSURE

- I/We have truthfully answered all questions on this enrollment form.
- I/We understand that student grade level placement is based upon his/her previous grades/credits, recommendations, and test scores.
- I/We understand that any false information on the application will be grounds for immediate non-admission to this school.
- I/We understand that this application does not guarantee enrollment, but is only the first step of the enrollment process.
- I/We understand that if student requires self-contained or private placement, that I/we may *voluntarily* provide such information to the school at the time of this application by completing a supplemental information packet, but that such information is **not required** at this time.

Parent/Guardian Signature(s)

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

ADMINISTRATIVE USE ONLY

Approval Signature: _____ Date Approved: _____

Orientation Date/Time: _____ Start Date: _____

Date Entered into SMS: _____



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PART TWO - RELEASE OF STUDENT RECORDS REQUEST

Attention Parent/Guardian: *The following information must be provided within 5 days after notice has been received that your child has been admitted to this school. Record request forms completed prior to the receipt of an admission decision shall be kept separate from the admission file and shall not be viewed or considered in making an admission decision.*

Attention Student Records:

Please send the following records via

FAX to (623) 974-4840 for grades K-6

FAX to (623) 435-3214 for grades 7-12

or MAIL to PO Box 1929, Surprise, AZ 85378 Attn: REGISTRAR

THANK YOU, in advance for your prompt attention to this request.

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ Gender: Male Female Grade level at time of withdrawal: _____

Last School Attended: _____

- | | | |
|---|--|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Special Education Records | <input type="checkbox"/> Immunization Records |
| <input type="checkbox"/> Report Card/Transcript | <input type="checkbox"/> IEP & Met Reports | <input type="checkbox"/> ELL Assessment Data |
| <input type="checkbox"/> Withdrawal Form | <input type="checkbox"/> Psychological Records | <input type="checkbox"/> Standardized Test Scores |
| <input type="checkbox"/> Vision/Hearing Screening | <input type="checkbox"/> Disciplinary Records | |
| <input type="checkbox"/> Other _____ | | |

By signing below and checking this box I the parent/guardian hereby acknowledge that I have elected to **VOLUNTARILY** complete the above information at the time of application for admission and that I understand that such information is **NOT REQUIRED** to be submitted until after the admission decision has been communicated to the parent or guardian.

Signature of Parent Guardian: _____ **Date:** _____

*** For office use only ***

First Request to _____ Date _____ Initials _____

Second Request to _____ Date _____ Initials _____

Third Request to _____ Date _____ Initials _____



State of Arizona
Department of Education
Office of English Language Acquisition Services

**Primary Home Language Other Than English (PHLOTE)
Home Language Survey**
(Effective April 4, 2011)

These questions are in compliance with Arizona Administrative Code, R7-2-306(B)(1), (2)(a-c).

Responses to these statements will be used to determine whether the student will be assessed for English Language Proficiency.

1. **What is the primary language used in the home regardless of the language spoken by the student?** _____
2. **What is the language most often spoken by the student?** _____
3. **What is the language that the student first acquired?** _____

Student Name _____ Student ID _____

Date of Birth _____ SAIS ID _____

Parent/Guardian Signature _____ Date _____

District or Charter _____

School _____

Please provide a copy of the Home Language Survey to the ELL Coordinator/Main Contact on site.

In SAIS, please indicate the student's home or primary language.

Part Three: Family Educational Rights and Privacy Act (FERPA)

Directory Information Release

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Arizona Charter Academy**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Arizona Charter Academy** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow **Arizona Charter Academy** to include this type of information from your child's education records in certain school publications. Examples include:

- | | |
|---|--|
| <ul style="list-style-type: none">• A playbill, showing your student's role in a production;• The annual yearbook; | <ul style="list-style-type: none">• Honor roll or other recognition lists;• Graduation programs; and• Sports activity sheets |
|---|--|

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories (names, addresses and telephone listings) unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

If you do not want **Arizona Charter Academy** to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing. **Arizona Charter Academy** has designated the following information as directory information:

- | | |
|--|--|
| <ul style="list-style-type: none">• Student's name• Address• Telephone listing• Electronic mail address• Photograph• Participation in official recognized activities and sports | <ul style="list-style-type: none">• Weight and height of members of athletic teams• Degrees, honors, and awards received• Date and place of birth• The most recent educational agency or institution• Dates of attendance• Grade level attended |
|--|--|

Student Media Release Form

From time to time, newspaper, radio or television reporters may visit the school to report on school events or programs. Arizona Charter Academy may also wish to use photographs, video or audio recordings of students in educational or promotional materials.

As parent/guardian of _____ (student's name), who attends Arizona Charter Academy, I give permission for my child to be included in photographs, videotaped or recorded interviews, and for the information collected by the media to be used as part of news stories to be published in print, Internet, social media, broadcast or video by school or news media.

I understand that images and/or filmed or audio recordings will not be used for commercial gain and will not be sold to anyone for commercial use.

Please indicate by checking the box below whether your child has permission to be photographed or filmed.

- YES, I give permission
 NO, I do not give permission

Parent/Guardian Signature _____

Date _____



PART FOUR – RACE/ETHNICITY DATA COLLECTION FORM

In accordance with **Federal Guidance**, a two-part question must be used to collect data about student race and ethnicity. The first part of the question is on ethnicity and the second is on race. The race question can have multiple values.

Child's Name: _____ Date _____

Parent/Guardian Signature _____

Race/Ethnicity Two-Part Question: Answer BOTH questions.

The order of the questions is important. The ethnicity question must be asked first, and both questions must be answered.

Part 1: Ethnicity - Is this student (or is the respondent) Hispanic or Latino? (Choose only one)

- No, not Hispanic or Latino
- Yes, Hispanic or Latino (A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)

Part 2: Race - What is the student's (or respondent's) race? (Regardless of how respondent answered the first question, choose one or more)

- American Indian or Alaska Native (A person having origins in any of the original tribal peoples of North or South America, including Central America, and who maintains affiliation or community attachment.)
- Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
- Black or African American (A person having origins in any of the black racial groups of Africa.)
- Native Hawaiian or Other Pacific Islander (A person having origins in any of the Original peoples of Hawaii, Guan, Samoa, and other Pacific Islands.)
- White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)