

Enrollment Checklist

RCB College Preparatory Academy

- _____ Student Enrollment Form (All pages)
- _____ Special Education/504 Information Form (If applicable)
- _____ Residency Documentation Form/Affidavit (List)
- _____ Home Language Survey
- _____ Free and Reduced Lunch Eligibility Form
- _____ Designation of Directory Information

- _____ Certified copy of the pupil's birth certificate, or any document approved under A.R.S. 15-828: (Example: Baptismal Certificate, Passport, Arizona Driver License or State ID, application for a social security number, original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate, letter from the authorized representative of an agency having custody of the pupil)
- _____ Immunization Record (Copy)
- _____ Proof of Residence (Copy of item from the List)
- _____ Withdrawal Form from Previous School (Copy)
- _____ Unofficial Transcript (Copy)
- _____ AIMS, AZMERTs, or Stanford scores (Copy)
- _____ MET, IEP, 504 (copy if applicable)

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RCB College Preparatory Academy

Student Enrollment Form

New Returning School Year: _____

If your child currently has an IEP, you must submit a copy with this application.

Entry Code: _____
Entry Date: _____
Date entry posted in SMS
Date: _____ Initials _____
Withdrawal Code: _____
Withdrawal Date: _____
Date withdrawal posted in SMS:
Date: _____ Initials _____

PLEASE PRINT.

STUDENT INFORMATION:

GRADE _____

GENDER: M F

LEGAL LAST NAME LEGAL FIRST NAME LEGAL MIDDLE NAME

DATE OF BIRTH: MO. _____ DAY _____ YR. _____ BIRTH STATE: _____ BIRTH COUNTRY: _____

ADDRESS: _____
STREET (APT. #) CITY STATE ZIP CODE

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____
P.O. BOX or STREET # CITY STATE ZIP CODE

HOME PHONE: _____ MOTHER'S MAIDEN NAME: _____

STUDENT CELL PHONE: _____ STUDENT E-MAIL ADDRESS: _____

MOTHER OR GUARDIAN

STUDENT LIVES WITH: MOTHER GUARDIAN STEP-PARENT FOSTER PARENT OTHER _____

LAST NAME FIRST NAME FULL CUSTODY JOINT CUSTODY

HOME PHONE CELL PHONE WORK PHONE EMPLOYER

ADDRESS (If different from student) _____
MAIL ADDRESS CITY STATE ZIP CODE

EMAIL ADDRESS _____

FATHER OR GUARDIAN

STUDENT LIVES WITH: FATHER GUARDIAN STEP-PARENT FOSTER PARENT OTHER _____

LAST NAME FIRST NAME FULL CUSTODY JOINT CUSTODY

HOME PHONE CELL PHONE WORK PHONE EMPLOYER

ADDRESS (If different from student) _____
MAIL ADDRESS CITY STATE ZIP CODE

EMAIL ADDRESS _____

ETHNICITY / RACE PART A – Is the Student Hispanic or Latino? – YES NO (Choose One Only)

PART B – What is the Students Race (Select one or more) American Indian / Alaska Native

Asian Black/African American Native Hawaiian/Other Pacific Islander White

Has this student ever been expelled? YES NO School _____

If this student was enrolled in any schools during the current or past school years, list all the schools and enrollment dates below:

Last school attended: _____ Grade Level: _____ School Year: ____/____

City: _____ State: _____

Last school attended: _____ Grade Level: _____ School Year: ____/____

City: _____ State: _____

Last school attended: _____ Grade Level: _____ School Year: ____/____

City: _____ State: _____

What is the primary language used in the home regardless of the language spoken by the student? _____

What is the language most often spoken by the student? (Choose one) English Spanish Other (identify) _____

What is the language the student first acquired? English Spanish Other (identify) _____

EMERGENCY INFORMATION

We request that you complete this form at registration. It will help us ensure that your child receives proper care should he/she become ill or injured at school. This information will be kept confidential and in your child's folder.

Please list persons other than parent who may care for the student if the student becomes ill or may transport the sick/injured child from school to doctor. (We cannot release the student to anyone who is not listed below.)

1. Name: _____ Relationship: _____ Phone: _____

2. Name: _____ Relationship: _____ Phone: _____

Preferred: _____

Hospital: _____

Doctor: _____ Phone: _____

In case of a serious illness or injury, your son/daughter will be taken to the closest hospital by ambulance, if deemed necessary. Emergency care will be provided there until you can be contacted. (Any expense for emergency transportation and/or treatment shall be the responsibility of the parent/legal guardian.)

COMPLETION OF THE FOLLOWING SECTION IS VOLUNTARY.

Please check the following, if any apply to the student.

- | | | |
|--|--|--|
| <input type="checkbox"/> Frequent colds | <input type="checkbox"/> Tires Easily | <input type="checkbox"/> Frequent sore throats |
| <input type="checkbox"/> Frequent headaches | <input type="checkbox"/> Nosebleeds | <input type="checkbox"/> Frequent stomach aches |
| <input type="checkbox"/> Persistent cough | <input type="checkbox"/> Frequent toothache | <input type="checkbox"/> Persistent hoarseness |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Frequent pains in limbs | <input type="checkbox"/> Runny nose |
| <input type="checkbox"/> Heart condition | <input type="checkbox"/> Seizures/Epilepsy | <input type="checkbox"/> Bleeding Disorders |
| <input type="checkbox"/> Diabetes (Type I or Type II) | <input type="checkbox"/> Orthopedic Problem | <input type="checkbox"/> Frequent Ear Infections |
| <input type="checkbox"/> Allergies (Please list below) | | |

List all Current Medications Below

Does the student have any health problems or chronic illnesses at this time? If yes, please explain:

Does the student wear glasses or contacts? _____ Does the student have a hearing problem? _____

Please note any immunizations the student has received within the past 12 months. _____

ENROLLMENT FOR YOUR STUDENT IS NOT COMPLETE until all special education documents have been received and reviewed by our school.

Parent/guardian completing the enrollment application:

SIGN HERE  NAME: _____ SIGNATURE: _____ DATE: _____

Special Education and 504 Program Services Information Form

Learner Name: _____ Grade: _____

Has your learner ever qualified to receive **Special Education Services**? YES NOHas your learner ever qualified to receive accommodations under a **504 Plan**? YES NO**If you answered "NO" to both questions please sign your name to complete this form.**

Parent's/Legal Guardian's Signature: _____ Date: _____

If you answered "Yes" to either question please complete this form.

ENROLLMENT FOR YOUR STUDENT IS NOT COMPLETE until all special education documents have been received and reviewed by our school.

Parent or Guardian of Newly Registered Learner,

In order to assist us in meeting the educational needs of your learner, please read below and supply the requested information to the extent you are able. Due to the many regulations that govern Special Education, and learners receiving 504 accommodations, we must be provided with proper documentation in order to continue implementing the services your learner needs. Please submit any current documents, evaluations, Individualized Education Plans (IEP's), and any other information you may have regarding your learner as soon as possible. Thank you for your support in providing this valuable information.

SPECIAL EDUCATION SERVICES:

What is your learner's area of special education eligibility: _____

Do you have a copy of your learner's current IEP? YES NODo you have a copy of your learner's current evaluation? YES NO*Please provide the following information or attach a copy of your learner's IEP.*

Please complete the following information to indicate the services that your learner has received.

SERVICE	Received Services?	Grade Level	SERVICE	Received Services?	Grade Level
Reading			Social Emotional/Behavior		
Writing			Occupational Therapy		
Math			Other		
Speech/Language					

504 SERVICES:*Please provide the following information or attach a copy of your learner's 504 plan*

Please indicate the condition for which your learner has a 504 plan: _____

Please list the name of the physician who diagnosed the condition: _____

Which school(s) can we contact to obtain official data and records regarding the services your learner received?

Name of School: _____

City/State: _____ Phone: (____) _____ Contact Person: _____

Name of School: _____

City/State: _____ Phone: (____) _____ Contact Person: _____

Name of School: _____

City/State: _____ Phone: (____) _____ Contact Person: _____

Is there any additional information you would like to provide that may be of assistance to us in best meeting the needs of your learner?

ENROLLMENT FOR YOUR STUDENT IS NOT COMPLETE until all special education documents have been received and reviewed by our school.

Parent's/Legal Guardian's Signature:_____ Date: _____



**Arizona Department of Education
Arizona Residency Documentation Form**

Student _____

School RCB College Preparatory Academy

School District or Charter Holder AIBT - Non-Profit Charter High School, Inc

Parent/Legal Guardian _____

As the Parent/Legal Guardian of the Student, I attest* that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

- ___ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- ___ Valid Arizona Address Confidentiality Program authorization card
- ___ Real estate deed or mortgage documents
- ___ Property tax bill
- ___ Residential lease or rental agreement
- ___ Water, electric, gas, cable, or phone bill
- ___ Bank or credit card statement
- ___ W-2 wage statement
- ___ Payroll stub
- ___ Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe in Arizona
- ___ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
- ___ Temporary on-base billeting facility (for military families)

- ___ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

Signature of Parent/Legal Guardian

Date

*For members of the armed services, the provision of verifiable documentation does not serve as a declaration of official residency for income tax or other legal purposes. Armed service members may utilize a temporary on-base billeting facility as the address for proof of residency.



**State of Arizona
Affidavit of Shared Residence**

Student Name: _____

Parent/Legal Guardian Name: _____

School Name: RCB College Preparatory Academy

School District or Charter Holder: AIBT - Non-Profit Charter High School, Inc

Name of Arizona Resident: _____

I, (resident name) _____ swear or affirm that I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described as follows:

Persons who reside with me: _____

Location of my residence: _____

I submit in support of this attestation a copy of the following document that displays my name and current residence address or physical description of my property:

- ___ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- ___ Valid Arizona Address Confidentiality Program authorization card
- ___ Real estate deed or mortgage documents
- ___ Property tax bill
- ___ Residential lease or rental agreement
- ___ Water, electric, gas, cable, or phone bill
- ___ Bank or credit card statement
- ___ W-2 wage statement
- ___ Payroll stub
- ___ Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe in Arizona
- ___ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

Printed Name of Affiant: _____

Signature of Affiant: _____

Acknowledgement

State of Arizona
County of _____

The foregoing was acknowledged before me this ____ day of _____, 20____,
By _____.

My Commission Expires: _____ Notary Public



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 _____ SSID _____

Parent/Guardian Signature _____ Date _____

District or Charter AIBT - Non-Profit Charter High School, Inc

School RCB College Preparatory Academy

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

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



Estado de Arizona
Departamento de Educación
Servicios de Aprendizaje del Inglés

Idioma Principal en el Hogar excluyendo el inglés (PHLOTE)
Encuesta sobre el Idioma en el Hogar
(Efectivo el 4 de abril de 2011)

Preguntas en conformidad con R7-2-306(B)(1), (2)(a-c) del Reglamento de la Junta Directiva.

Las respuestas que proporcione a las preguntas siguientes serán usadas para determinar si se evaluará la competencia en el idioma inglés de su hijo(a).

1. **¿Cuál idioma se habla principalmente en su hogar sin considerar el idioma que habla el estudiante?** _____
2. **¿Cuál idioma habla el estudiante con mayor frecuencia?** _____
3. **¿Cuál fue el primer idioma que aprendió el estudiante?** _____

Nombre del estudiante _____ Núm. de identificación _____

Fecha de nacimiento _____ Núm. de SAIS _____

Firma del padre o tutor _____ Fecha _____

Distrito o Charter AIBT - Non-Profit Charter High School, Inc

Escuela RCB College Preparatory Academy

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.

**Free and Reduced Eligibility Form
RCB College Preparatory Academy
USDA CHILD NUTRITION PROGRAM
INCOME GUIDELINES
2018-2019**

Federal Income Chart For School Year 2018-2019						
Household Size	Free Yearly	Free Monthly	Free Weekly	Reduced Yearly	Reduced Monthly	Reduced Weekly
1	\$15,782	\$1,316	\$304	\$22,459	\$1,872	\$432
2	\$21,398	\$1,784	\$412	\$30,451	\$2,538	\$586
3	\$27,014	\$2,252	\$520	\$38,443	\$3,204	\$740
4	\$32,630	\$2,720	\$628	\$46,435	\$3,870	\$893
5	\$38,246	\$3,188	\$736	\$54,427	\$4,536	\$1,047
6	\$43,862	\$3,656	\$844	\$62,419	\$5,202	\$1,201
7	\$49,478	\$4,124	\$952	\$70,411	\$5,868	\$1,355
8	\$55,094	\$4,592	\$1,060	\$78,403	\$6,534	\$1,508
Each Additional Add	\$5,616	\$468	\$108	\$7,992	\$666	\$154

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Stamp Program, Cash Assistance (CA) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

Free Eligibility **Reduced Eligibility**

Do Not Qualify

RCB Medical Arts Academy/ RCB College Preparatory Academy does not provide lunch. However, we must report to the state our students that qualify for free or reduced lunch. Please fill out the information above and check the appropriate box.

Return this form to: RCB Medical Arts Academy/ RCB College Preparatory Academy by 09/30/2018.

AIBT Non-Profit Charter High School
RCB College Preparatory Academy

DESIGNATION OF DIRECTORY INFORMATION

During the school year, school staff members may compile the non-confidential student directory information specified at the bottom of this document.

According to state and federal law, with the permission of the school governing board the below-designated directory information may be publicly released to **educational, occupational, or military recruiting representatives without your permission.** If the charter school governing body permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the district or charter holder is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing that the school not release the student's information without your prior signed and dated written consent. *If you do not object to the release of any and all of the below-designated information in writing, then the district/charter operator must provide military recruiters, upon request, directory information containing the student's names, addresses, and telephone listings.*

If you **do not** want any or all of the below-designated information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the District/Charter Holder in writing by checking off any or all of the rejected information, signing the form at the bottom of this page, and returning it to the Principal, within two (2) weeks of receiving this form, on October 31, whichever occurs first. If the charter school does not receive this notification from you within the prescribed time, **it will be assumed that your permission is given** to release your son's/daughter's designated directory information.

To Principal:

I **do not** want any or all the information I have indicated below concerning (student's name) _____ designated as directory information and released to any person or organization without my prior written consent.

- | | |
|---|---|
| <input type="checkbox"/> Student's Name | <input type="checkbox"/> Student's Telephone Number |
| <input type="checkbox"/> Student's Address | <input type="checkbox"/> Student's Electronic Mail Address |
| <input type="checkbox"/> Student's Dates of Attendance and Enrollment Status | <input type="checkbox"/> Student's Honors and Awards Received |
| <input type="checkbox"/> Student's Date and Place of Birth | <input type="checkbox"/> Student's Grade Level |
| <input type="checkbox"/> Most Recently Attended Educational Agency or Institution | <input type="checkbox"/> Student's Photograph |
| <input type="checkbox"/> Student's Participation in recognized activities/sports | <input type="checkbox"/> Student's Major Field of Study |
| <input type="checkbox"/> Student's Weight and height (members of athletic teams) | |

Parent/Guardian Signature

Date