



# Enrollment Application

## Academic Year 2023-2024

<b>Student Name:</b> First: _____ MI: _____ Last: _____
<b>Applying for Grade Level:</b> _____ <b>Gender (M/F):</b> _____ <b>Date of Birth (mm/dd/yyyy):</b> _____
<b>Last School of Attendance:</b> School Name: _____ City: _____ State: _____

<b>Primary Parent/Guardian Contact:</b> Parent Name: _____ Relation to Student: _____ Home Phone #: _____ Cell Phone #: _____ Email: _____ Parent Address: _____ Parent Employer: _____ City: _____ State: _____ Zip Code: _____
<b>Secondary Parent/Guardian Contact:</b> Parent Name: _____ Relation to Student: _____ Home Phone #: _____ Cell Phone #: _____ Email: _____ Parent Address: _____ Parent Employer: _____ City: _____ State: _____ Zip Code: _____

Your responses to the following questions are **not required** for enrollment at Highland Prep West; however, help us provide additional support services that could assist your student.

**What is the primary language spoken in the home?:** \_\_\_\_\_

**Does the student have an IEP or 504?:**      Yes     No

**Category and Service Type if applicable:** \_\_\_\_\_

**Parent/Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## HIGHLAND PREP WEST

### **School Records - Birth certificate and Exception A.R.S. 15-828**

15-828. Birth certificate; school records; exception

A. On enrollment of a pupil for the first time in a particular school district or private school offering instruction to pupils in any kindergarten programs or grades one through twelve, that school or school district shall notify the person enrolling the pupil in writing that within thirty days the person must provide one of the following:

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

B. If a child is instructed at home pursuant to section 15-802, the person who has custody of the child shall, within thirty days after the home instruction begins, provide to the county school superintendent of the county in which the child resides one of the following:

1. A certified copy of the child's birth certificate.
2. Other reliable proof of the child's identity and age, including the child'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.
3. A letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law.

C. On presentation of a document pursuant to this section, a photocopy of the document shall be placed in the pupil's file and the document that is presented shall be returned.

D. A pupil shall be enrolled in the school or school district, or the county school superintendent shall record the pupil's name, using the name that is printed on the birth certificate, other reliable proof of the pupil's identity, or letter from an agency having custody of the pupil provided pursuant to this section. This subsection does not prohibit a school or school district from calling a pupil by any name the pupil's parent or guardian wishes the pupil to be called.

E. On the failure of a person enrolling a pupil or instructing a child at home to comply with subsection A or B of this section, the school, school district or county school superintendent shall notify that person in writing that, unless the person complies within ten days, the case shall be referred to the local law enforcement agency for investigation. If compliance is not obtained within the ten day period, the school, school district or county school superintendent shall refer the case to the local law enforcement agency.

F. The school, school district or county school superintendent shall immediately report to the local law enforcement agency any affidavit received pursuant to this section which appears inaccurate or suspicious in form or content.

G. Within five school days after enrolling a transfer pupil from a private school or another school district, a school shall request directly from the pupil's previous school a certified copy of the pupil's record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. Notwithstanding any financial debt owed by the pupil, any school requested to forward a copy of a transferring pupil's record to the new school shall comply and forward the record within ten school days after receipt of the request unless the record has been flagged pursuant to section 15-829. If the record has been flagged, the requested school shall not forward the copy and shall notify the local law enforcement agency of the request. School districts shall include in the educational records required by this subsection data collected pursuant to sections 15-741 and 15-766, as prescribed by the state board of education.

H. Any disclosure of educational records by the school district or charter school shall comply with the family educational rights and privacy act of 1974 (20 United States Code section 1232g).

I. The provisions of this section do not apply to homeless pupils as defined in section 15-824, subsection C.



# HIGHLAND PREP WEST

## Military Student Identifier

The Every Student Succeeds Act (“ESSA”) recognizes military-connected students as a distinct subgroup, and public schools must include the military student identifier question in their enrollment paperwork. The Military Student Identifier (“MSI”) is a recently established code where families indicate upon enrollment at a school that their student has at least one parent who is a member of the Armed Forces on active duty.

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

Date of Birth: \_\_\_\_\_

Parent(s) Names: \_\_\_\_\_

Please check the box that applies to you.

Student is a dependent of a member of the United States military service in the **Active Duty** Army, Navy, Air Force, Marine Corps, or Coast Guard.

- Student is a dependent of a **fulltime** member of the National Guard, or Reserve force of the United States military (Army, Navy, Marine Corps or Air Force).
- Student is a dependent of a member of the National Guard, or Reserve force of the United States military (Army, Navy, Marine Corps or Air Force)
- None of the above.

Parent's/Guardian's signature below affirms the information provided is accurate and complete.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



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

Student \_\_\_\_\_ School \_\_\_\_\_

School District or Charter Holder \_\_\_\_\_

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)
- \_\_\_\_\_ Consular identification card issued by a foreign government as a valid form of identification if the foreign government uses biometric verification techniques in issuing the consular identification card
- \_\_\_\_\_ 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.