Enrollment Application
Academic Year 2025-2026

Student Name:

First: _____ MI: _____ Last: _____

Applying for Grade Level: _____ **Gender** (M/F): _____ **Date of Birth** (mm/dd/yyyy)**:** _____

Last School of Attendance:

School Name: _____ City: _____ State: _____

Primary Parent/Guardian Contact:

Parent Name: _____ Relation to Student: _____

Home Phone #: _____ Cell Phone #: _____

Email: _____

Parent Address: _____ Parent Employer: _____

City: _____ State: _____ Zip Code: _____

Secondary Parent/Guardian Contact:

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

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 "YES" or "NO" next to each question as it applies to your student:

Is the student a dependent of member of the Army, Navy, Air Force,
Marine Corps, or Coast Guard on **Active Duty**?   ____ YES   ____ NO

Is the student a dependent of member of the **National Guard** (Army, Navy,
Marine Corps or Air Force)?   ____ YES   ____ NO

Is the student a dependent of a member a **Reserve force** of the United
States military (Army, Navy, Marine Corps or Air Force)?   ____ YES   ____ NO

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.

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 that appears to be inaccurate or suspicious in form or content.

G. Within ten 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. 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. This section does not apply to homeless pupils as defined in section 15-824, subsection C.