

YAVAPAI COUNTY ENROLLMENT CHECKLIST

REQUIRED Enrollment Provisions based on Arizona Revised Statutes Title 15:

- Reliable proof of the student's date of birth** (ARS §15-828)—certified copy of birth certificate OR other reliable proof of child's identity and age (baptismal certificate, social security number application, original school registration records and affidavit explaining inability to provide birth certificate)
- Guardianship and meeting age requirements** (ARS §15-821)—child between the ages of six and twenty-one years, who resides in the school district and who meets the requirements for enrollment in one of the grades or programs offered in the school OR who resides with a family member other than the parent while awaiting the outcome of a legal guardianship or custody
- Admission of nonresident students** (ARS §15-823)—child of nonresidents of state may be admitted on payment of a reasonable tuition fixed by the governing board; child shall be admitted with no tuition if parent is transferred or pending transfer to military facility in state; admission with no tuition may be determined by governing board under provisions of § ARS 15-823
- Admission of homeless students and certificate of educational convenience** (ARS §15-824 and 15-825 and McKinney-Vento Act)—child precluded by distance or lack of adequate transportation facilities from school district or county of child's residence may apply to the county school superintendent for a certificate of educational convenience; homeless child is afforded the same free, appropriate public education as provided to other children
- Withdrawal Form from previous school (in state)** (ARS §15-827)—student entering school shall present properly executed withdrawal form if previously attended another school in this state; form shall contain reason for withdrawal and signature of school official from which student has withdrawn.
- Open enrollment** (ARS §15-816)—school district governing boards shall establish policies and shall implement an open enrollment policy without charging tuition with non-resident and open enrollment students as in § ARS 15-816.
- Immunization requirements** (ARS §15-872)—child shall not be allowed to attend school without submitting documentary proof unless the child is exempted from immunization pursuant to § 15-873.
- PHLOTE Primary Home Language Other Than English** (R7-2-306 State Board Rules)—the primary home language of all students shall be identified upon enrollment forms and on the home language survey

LOCAL DECISIONS:

- BOARD POLICY** Aligned for each state statute

COVER LETTER explaining to parents the need for Enrollment provisions

REGISTRATION FORM

Student Information

- Family Information
- Emergency Information
- Education Background
- Parent Signature
- School directory information and consent
- School photo/video consent

BIRTH CERTIFICATE/PROOF OF DATE OF BIRTH

Reliable:

- Birth certificate
- Social Security Application
- Passport
- Original School Records
- Letter of Court Appointed Guardian
- Baptismal Certificate
- Hospital Record of Birth
- Abstract of Live Birth

Unreliable:

- Social Security card or copies of card
- Copies of passport
- Copies of School records
- Baptismal Certificate without Date of Birth

IMMUNIZATION and EXEMPTIONS

DOCUMENTATION OF VARICELLA (CHICKENPOX)

TRANSCRIPTS (high school)

TEST SCORES

TEMPORARY ACCEPTANCE LETTER

FORM ENROLLMENT DISCIPLINARY STATEMENT

LEGAL GUARDIANSHIP PAPERS REQUIRED IF PARENT NOT ENROLLING STUDENT (as determined by the school)

IEP AND CONSENT IF SPECIAL EDUCATION IS INDICATED

OPEN ENROLLMENT FORM

- STUDENT RECORDS REQUISTION**
- EMERGENCY FORM**
- STUDENT RESIDENCY QUESTIONNAIRE** (McKinney-Vento Act)
- STUDENT PARTICIPATION IN SPECIAL SCHOOL PROGRAMS**, for example, FLOURIDE MOUTH RINSE PROGRAM
- MEDICAL HISTORY**
- PROOF OF RESIDENCY** (utility bill or rental agreement)
- STUDENT ACADEMIC SCREENING FORM** (Academic progress, Communication, Hearing, Vision, Emotional, Psychomotor, Learning styles).
- FOOD SERVICE PROGRAM/PRICES**
- FREE AND REDUCE LUNCH APPPLICATION**
- STUDENT LATE ENTRY FORM** (high schools that allow late entries to audit only)
- STUDENT BEHAVIOR CONTRACT**
- DISCIPLINARY ACTION FORM**
- COUNSELING CONSENT FORM**
- STATEMENT OF PURPOSE AND/OR MISSION STATEMENT**
- DRESS CODE**
- STUDENT HANDBOOK**
- HIGH SCHOOL PARKING** (license, insurance, registration)
- AIA ATHLETIC AND ACTIVITY CLEARANCE** (physical and athletic code)
- GRADUATION / PROMOTION CRITERIA**

- EXTRA-CURRICULAR FEE STRUCTURE**

- PERMISSION SLIPS FOR FIELD TRIPS, EMERGENCY EVACUATION AND PRACTICE, PHOTOGRAPHING STUDENTS, ACCEPTABLE USE AGREEMENT TO ACCESS THE INTERNET**

- PARTNERSHIPS** (example: Partners for Healthy Start @Yavapai Regional Medical Center, Head Start, YMCA)

- AUTHORIZATION OF RELEASE OF RECORDS** (signed by parent/guardian)
 - State Withdrawal Form
 - Grades/Transcripts
 - AIMS/Terra Nova
 - Discipline
 - Immunizations
 - Hearing and Vision Screening
 - All Special Education Records
 - Cumulative Folder
 - Explanation of Grading System
 - ELL Records

Other Considerations:

1. Do you want all forms to be in Spanish?
2. Do you need a picture I.D. of the person enrolling the student?
3. Do you photograph new students enrolling in your school?
4. What procedures do you use when a stepparent is enrolling the student?
5. What do you require from foster parents, and/or surrogate parents?
6. Do you allow the student to be released to anyone else besides the parents?
7. What do we do after 30 days and the parent has still not provided a birth certificate?
8. What procedures do you follow if there is not a withdrawal form for in-state new enrollees?
9. Do you require a signed court order, with the Clerk of the Court's Stamp, for documentation of custody cases?
10. Do you require a signed and notarized document for power of attorney for both granting the power as well as accepting it? Also, do we monitor the length of the validity or the power of attorney document?
11. What happens when a parent purposely falsifies the enrollment information?
12. Some schools have a waiting period (24 hours) before a student can attend the school. Do we need a waiting period?

13. Do you allow the media to come onto your campus and if so, are they supervised?
14. Do you have a clear policy as to when students can and cannot be photographed by the media?
15. What is your process for reviewing the registration forms? Do you have one person who does the final screening to make sure everything is complete?
16. What documentation do you require when accepting home schoolers?
17. What are your procedures for documenting the student's guardianship?
18. What are your procedures for a student enrolling after the 100th day count?
19. How do you determine if the student withdrew from another school with pending disciplinary actions?
20. Do you admit students into high schools that have not passed the 8th grade? Do you require 8th grade promotion certificates?
21. What enrollment documents should be completed only at the time of enrollment versus being updated on an annual basis?
22. Is your Board Policy aligned with the Enrollment Statutes?
23. Is the FERPA form distributed at the time of enrollment, or annually, so parents know what information could be released and asks for their signature to waive certain notification rights?