



## Student Registration Checklist

**In Order for your child to be registered for school, you must submit the following EVERY year:**

- Registration Form completely filled out, signed and dated by parent or legal guardian and returned to the school office.
- All Registration packet forms completely filled out, signed and dated by parent or legal guardian and returned to the school office.
  - ❖ Arizona Residency Documentation - a copy of an acceptable document proving residency.
    - See Arizona Residency Documentation Form for list of acceptable documents.
  - ❖ Copy of student's **STATE CERTIFIED** birth certificate or baptismal certificate.
    - Hospital record, uncertified certificate or passport are not acceptable per Arizona law.
  - ❖ Copy of REQUIRED immunization record or signed exemption form (See back of page for requirements).

**The following must be submitted after student withdraws from prior school and must be on file before student is admitted to class at Learning Foundation "Back to Basics".**

- ❖ Withdrawal form from prior school with AZ Dept. of Education ID number.
- ❖ Report card or transcript, withdrawal grades, and withdrawal date from prior school.
- ❖ Special Education Records. (If Applicable)
- ❖ English Language Learner (ELL) Records. (If applicable)

### KINDERGARTEN & 1st GRADE

Kindergarten students must be 5 years old before September 1, 2020 to enroll.  
First Grade students must be 6 years old before September 1, 2020 to enroll.



## **K-12<sup>th</sup> grade - Arizona School Immunization Requirements:**

Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Exemption forms are available from schools and at <https://www.azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php#immunization-education-course>

Homeless students are allowed a 5 day grace period to submit proof of immunization records. The immunization record for each vaccine dose must include the complete date and the doctor or clinic name.

The statutes and rules governing school immunization requirements are:  
Arizona Revised Statutes §15-871-874; and Arizona Administrative Code, R9-6-701–708

- **DTaP, DTP, DT, Tdap or Td**
  - Under age 7 (Kindergarten and above)
    - 4-6\* doses
    - At least 1 dose at 4 years of age or older is required.
    - \*A 6th dose is required if 5 doses have been given before 4 years of age.
  - 7 –10 years (Kindergarten-5<sup>th</sup> grade)
    - 3 DTaP DTP, DT, Tdap or Td doses are required if all doses were given after 12 months of age with at least one dose containing tetanus-diphtheria.
    - **Or** 4 DTaP DTP, DT Tdap or Td doses are required if any doses were received before 12 months of age with at least one dose containing tetanus-diphtheria.
    - (Tdap is not required for 11 year olds until they enter 6<sup>th</sup> grade.)
  - 11 years and older (6<sup>th</sup> through 12<sup>th</sup> grade)
    - 1 Tdap dose is required for students 11 years and older.
    - Students who completed the primary series of tetanus/diphtheria doses must receive a Tdap when 5 years have passed since the student's last tetanus/diphtheria dose.
    - Students who did not complete the primary series of tetanus/diphtheria doses before age 11 are required to receive a total of 3 doses, including 1 Tdap and 2 Td doses.
    - Tdap doses given prior to age 11 meet the requirement. A Td booster is required 10 years after the Tdap dose.
- **Polio** (3-4 doses, not required for students 18+ years of age.)
  - 4 doses meet the requirement.
  - 3 doses meet requirements if dose #3 was given at 4+ years of age and at least 6 months after second dose, otherwise 4 doses are required.
- **MMR**
  - 2 doses
  - A 3rd dose will be required if dose #1 was given more than 4 days before the 1st birthday.
- **Hepatitis B**
  - 3 doses
  - A 4<sup>th</sup> dose will be required if the third dose was given before 24 weeks of age.
- **Varicella** (Chickenpox)
  - 1 dose is required if the 1<sup>st</sup> dose was given before 13 years of age.
  - 2 doses are required if the 1<sup>st</sup> dose was given at 13 years of age or later.
    - \*Students attending school or preschool in Arizona prior to 9/1/2011 with parental recall of chickenpox disease are allowed to continue attendance with parental recall of disease. Students enrolling for the first time after 09/01/2011 are required to present proof of varicella immunization or a valid exemption for medical reasons, laboratory evidence of immunity or personal beliefs. Parental recall of disease will not be accepted.
- **Meningococcal Vaccine** (MCV4)
  - 7 –10 years (Kindergarten-4<sup>th</sup> grade)
    - Not required but may be counted as valid when given at this age.
  - 11 years and older (5<sup>th</sup> through 12<sup>th</sup> grade)
    - 1 dose is required when child turns 11.

**If you have specific questions regarding immunizations please consult your family physician.**



STUDENT REGISTRATION FORM – Page 1

**\*\*FORM MUST BE ENTIRELY FILLED OUT, SIGNED AND DATED TO BE VALID\*\***

|   |  |                                       |   |
|---|--|---------------------------------------|---|
| STUDENT INFORMATION   | Students Legal Name (Must match birth certificate) <small>First: _____ Middle: _____ Last: _____</small>   |                                       |   |
|   | Nickname or prefers to go by: _____  |                                       | Grade (20-21): _____ <b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female |
|   | 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?   |                                       |   |
|   | What is the language that the student first acquired?  |                                       |   |
|   | Preferred language for messages and mailings sent home?  |                                       |   |
|   | Birthdate: ____/____/____ Birthplace: (City, State & Country)  |                                       |   |
|   | Ethnicity: <b>(Check One)</b> <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino  |                                       |   |
|   | Race: <b>(Check One or More)</b> <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Asian |                                       |   |
|   | Physical Address:  |                                       |   |
|   | City: _____  | State: _____                          | Zip Code: _____   |
|   | Mailing Address (Only if different from physical address):   |                                       |   |
|   | City: _____  | State: _____                          | Zip Code: _____   |
| <b>Student Primarily Lives With:</b> <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother only <input type="checkbox"/> Father only <input type="checkbox"/> Split between Mother/Father <input type="checkbox"/> Guardian <input type="checkbox"/> Foster |  |                                       |   |
| <b>Student will enroll as:</b> <input type="checkbox"/> Full Time Student <input type="checkbox"/> Part Time <b>Also Attending:</b> _____   |  |                                       |   |
| <b>Previous School:</b> _____   |  | <b>City/State/Country:</b> _____      |   |
| <b>Type:</b> <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Charter <input type="checkbox"/> Alternative <input type="checkbox"/> Correctional Facility <input type="checkbox"/> Other:  |  | <b>Date Withdrawn:</b> ____/____/____ |   |
| <b>Has this student ever attended a Learning Foundation School?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, grade(s), and year(s):</b><br><b>If yes, which campus?:</b> _____   |  |                                       |   |
| Has this student ever been expelled or is in the process of being expelled from any educational institution? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |                                       |   |

|           |   |                                |
|-----------|---|--------------------------------|
| Emergency | If my child is being sent home or must leave school and I am unavailable, I authorize the following persons to take temporary custody of and responsibility for my child. For any non-emergency circumstance, including appointments during the school day, I understand it is my responsibility to notify the school in advance when my child will leave school and to indicate who will pick my child up and take responsibility. |                                |
|           | Primary Emergency Contact Name: _____   | Relationship to Student: _____ |
|           | Phone: _____  | Extension: _____               |
|           | Alternate Phone: _____  | Extension: _____               |

|                     |  |     |                       |       |
|---------------------|--|-----|-----------------------|-------|
| Sibling Information | Please list ALL brothers and sisters of school age and younger (oldest first): |     |                       |       |
|                     | NAME (First and Last)  | AGE | SCHOOL (If Attending) | GRADE |
|                     |  |     |                       |       |
|                     |  |     |                       |       |
|                     |  |     |                       |       |
|                     |  |     |                       |       |
|                     |  |     |                       |       |

|   |   |
|---|---|
| SPED  | <b>SPECIAL CLASSES &amp; ACCOMMODATIONS</b>   |
|   | Did student receive Special Education Services at his/her previous school? <input type="checkbox"/> Yes <input type="checkbox"/> No                                     |
|   | Was student evaluated for Special Education Services and waiting for determination at his/her previous school? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Does this student have an:</b> <input type="checkbox"/> IEP <input type="checkbox"/> 504 <b>If yes, please provide a copy.</b> |   |

|   |   |   |
|---|---|---|
| Legal Documents   | <b>*NOTE: THIS INFORMATION IS REQUIRED BY THE U.S. DEPARTMENT OF EDUCATION</b>                          |   |
|   | <b>Please mark any items that apply to this student, and provide copies of related court documents.</b> |   |
| <input type="checkbox"/> Custody/parenting time agreement                       |   | <input type="checkbox"/> Student has an injunction against harassment         |
| <input type="checkbox"/> Letter of guardianship for court-appointed guardian    |   | <input type="checkbox"/> Student has an order of protection                   |
| <input type="checkbox"/> Power of Attorney                                      |   | <input type="checkbox"/> Student is covered by a court order regarding school |
| <input type="checkbox"/> Student is not living with his/her biological parents' |   | <input type="checkbox"/> Other: _____   |

|  |
|--|
| <b>OFFICE USE ONLY</b>   |
| STUDENT ID#: _____ AzEDS#: _____   |
| <input type="checkbox"/> Birth Cert <input type="checkbox"/> Proof of Residency <input type="checkbox"/> Immunizations <input type="checkbox"/> Legal Documents <input type="checkbox"/> 45 Day <input type="checkbox"/> IEP/504 <input type="checkbox"/> W/D Slip |
| RECORDS REQ DATE: ____/____/____ RCVD DATE: ____/____/____   |
| ENTER GRADE: _____ ENTER DATE: ____/____/____ RE-ENTER DATE: ____/____/____  |
| ENTER CODE: E1 E2 E3 E4 E5 E6 _____ RE-ENTER CODE: R1 R2 R3 R4 R5 R6 _____   |
| WITHDRAWAL DATE: ____/____/____ CODE: W1 W2 W3 W4 W5 W7 W9 W11 W21 _____   |



|                            |  |  |
|----------------------------|--|--|
| FAMILY CONTACT INFORMATION | Contact this Person:   | <input type="checkbox"/> 1 <sup>ST</sup> <input type="checkbox"/> 2 <sup>ND</sup> <input type="checkbox"/> 3 <sup>RD</sup> <input type="checkbox"/> 4 <sup>TH</sup>  |
|                            | Relationship:  | <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step Mother <input type="checkbox"/> Step Father <input type="checkbox"/> Grandmother <input type="checkbox"/> Grandfather <input type="checkbox"/> Guardian <input type="checkbox"/> Foster <input type="checkbox"/> Other:_____ |
|                            | Name (First, MI, Last):  | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female  |
|                            | Primary :  | (____) _____ - _____ <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home <b>Secondary Phone :</b> (____) _____ - _____ <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home   |
|                            | Address:   | <input type="checkbox"/> Same As Student or Other:   |
|                            | Email Address:   | <input type="checkbox"/> <b>please use this email for communication</b><br>(may select up to 2 email preferences)  |
|                            | Check ALL that Apply:  | <input type="checkbox"/> Student Lives with <input type="checkbox"/> Student Contact Allowed <input type="checkbox"/> Educational Rights <input type="checkbox"/> Has Custody <input type="checkbox"/> Mailings Allowed  |
|                            | Check ALL that Apply:  | <input type="checkbox"/> Enrolling Parent <input type="checkbox"/> Release Student to <input type="checkbox"/> Financial Responsibility <input type="checkbox"/> Deceased  |
|                            | Contact this Person:   | <input type="checkbox"/> 1 <sup>ST</sup> <input type="checkbox"/> 2 <sup>ND</sup> <input type="checkbox"/> 3 <sup>RD</sup> <input type="checkbox"/> 4 <sup>TH</sup>  |
|                            | Relationship:  | <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step Mother <input type="checkbox"/> Step Father <input type="checkbox"/> Grandmother <input type="checkbox"/> Grandfather <input type="checkbox"/> Guardian <input type="checkbox"/> Foster <input type="checkbox"/> Other:_____ |
|                            | Name (First, MI, Last):  | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female  |
|                            | Primary :  | (____) _____ - _____ <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home <b>Secondary Phone :</b> (____) _____ - _____ <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home   |
| Address:                   | <input type="checkbox"/> Same As Student or Other:   |  |
| Email Address:             | <input type="checkbox"/> <b>please use this email for communication</b><br>(may select up to 2 email preferences)  |  |
| Check ALL that Apply:      | <input type="checkbox"/> Student Lives with <input type="checkbox"/> Student Contact Allowed <input type="checkbox"/> Educational Rights <input type="checkbox"/> Has Custody <input type="checkbox"/> Mailings Allowed  |  |
| Check ALL that Apply:      | <input type="checkbox"/> Enrolling Parent <input type="checkbox"/> Release Student to <input type="checkbox"/> Financial Responsibility <input type="checkbox"/> Deceased  |  |
| Contact this Person:       | <input type="checkbox"/> 1 <sup>ST</sup> <input type="checkbox"/> 2 <sup>ND</sup> <input type="checkbox"/> 3 <sup>RD</sup> <input type="checkbox"/> 4 <sup>TH</sup>  |  |
| Relationship:              | <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step Mother <input type="checkbox"/> Step Father <input type="checkbox"/> Grandmother <input type="checkbox"/> Grandfather <input type="checkbox"/> Guardian <input type="checkbox"/> Foster <input type="checkbox"/> Other:_____ |  |
| Name (First, MI, Last):    | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female  |  |
| Primary :                  | (____) _____ - _____ <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home <b>Secondary Phone :</b> (____) _____ - _____ <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home   |  |
| Address:                   | <input type="checkbox"/> Same As Student or Other:   |  |
| Email Address:             | <input type="checkbox"/> <b>please use this email for communication</b><br>(may select up to 2 email preferences)  |  |
| Check ALL that Apply:      | <input type="checkbox"/> Student Lives with <input type="checkbox"/> Student Contact Allowed <input type="checkbox"/> Educational Rights <input type="checkbox"/> Has Custody <input type="checkbox"/> Mailings Allowed  |  |
| Check ALL that Apply:      | <input type="checkbox"/> Enrolling Parent <input type="checkbox"/> Release Student to <input type="checkbox"/> Financial Responsibility <input type="checkbox"/> Deceased  |  |

**\*In order for your child to be registered for school, you must attach the following EVERY year:**

- Completely filled out, signed and dated Enrollment Packet
- Proof of Residency - One document listed on the Proof of Residency form **showing name, address and must be dated within last 30 days**
- Copy of student's **STATE CERTIFIED** birth certificate or baptismal certificate (unless we already have on file)
- Copy of **REQUIRED updated** immunizations (or signed exemption form)

**Military Questionnaire: Is the student a dependent of a member of:**

- Active Duty Forces of Army, Navy, Air Force, Marine Corps, or Coast Guard
- The National Guard (Army, Air Guard or State Guard) or Reserve Forces of Army, Navy, Air Force, Marine Corps, or Coast Guard
- Unknown or Decline to Answer
- Not Military Connected

**\*\*By signing below, you agree that you have attached the required documents and filled out this form entirely.**

Signature of Enrolling Parent: \_\_\_\_\_ Date: \_\_\_\_\_



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

Student \_\_\_\_\_

School Learning Foundation

School District or Charter Holder CAFA, Inc. dba Learning Foundation

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 **ONE** 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
- \_\_\_ 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 or other identification issued by a recognized Indian tribe that contains an Arizona address.
- \_\_\_ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
- \_\_\_ 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. #2803440





## Student Residency Questionnaire

Name of School: \_\_\_\_\_ Learning Foundation – "Back to Basics" \_\_\_\_\_

Name of Student (print): \_\_\_\_\_

Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to the questions on this form will help determine if your student is eligible to receive McKinney-Vento services. Eligibility must be re-evaluated every year.

**Housing Status:** Is this student living in a housing situation that is...

Fixed- one that is stationary, permanent and not subject to change. Yes ( ) No ( )

Regular- one that is used on a regular nightly basis. Yes ( ) No ( )

\*\*\*\*\*

If you answered **No** to any of the above questions, please complete the boxes below, sign and date the bottom line of this form and return the form to the school office.

If you answered **Yes** to any of the above questions, please sign and date the bottom line of this form and return the form to the school office.

**Temporary Housing:** Is this student living in any of the following situations?

( ) Motel

( ) Shelter or transitional housing

( ) Doubled up with another family due to lack of alternatives

( ) In a place not designed for ordinary night time residence such as a car, park, campsite

( ) In a form of foster care that is not currently considered fixed, regular or adequate

**Unaccompanied Youth:**

Are you a student living outside the care of a parent or legal guardian Yes ( ) No ( )

Please provide the name and contact information of the person that is maintaining your care.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_

**School Personnel:** If box 2 or 3 has been filled out please fax this form to the homeless liaison at (480) 834-3991

**Liaison:** I certify that this student ( ) is ( ) is not qualified for McKinney-Vento services

Date \_\_\_\_\_ Liaison Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## Arizona Department of Education

Office of English Language Acquisition Services

### Home Language Survey

The responses to this Home Language Survey (HLS) are used by the school to provide the most appropriate instructional programs and services for the student. **The answers below will determine if a student will take the Arizona English Language Learner Assessment (AZELLA).** Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done **before** the student takes the AZELLA Placement Test.

**1. What language do people speak in the home *most* of the time?**

---

**2. What language does the student speak *most* of the time?**

---

**3. What language did the student first speak or understand?**

---

Student Name \_\_\_\_\_ District Student ID \_\_\_\_\_

Date of Birth \_\_\_\_\_ SSID \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

District or Charter \_\_\_\_\_

School \_\_\_\_\_

Please provide a copy of the Home Language Survey to the EL Coordinator/Main Contact on site. In AzEDS, please enter all three HLS responses.

These HLS questions are in compliance with Arizona Administrative Code (R7-2-306(B)(1),(2)(a-c)). (Revised 01-2020)



## Emergency Medical Referral Form

|  |                          |                     |
|--|--------------------------|---------------------|
| Student's Name (First, MI & Last):   | Student's Date of Birth: | Student's Grade:    |
| Student's Physical Address:  |                          | City, State, & Zip: |
| Mother's or Legal Guardian's Name (First, MI & Last):                                    | Primary Phone:           | Secondary Phone:    |
| Mother's or Legal Guardian's Address: <input type="checkbox"/> Same As Student or Other: |                          |                     |
| Mother's Employer:   |                          | Work Phone:         |
| Mother's Employer Address or Cross Streets:  |                          |                     |
| Father's or Legal Guardian's Name (First, MI & Last):                                    | Primary Phone:           | Secondary Phone:    |
| Father's or Legal Guardian's Address: <input type="checkbox"/> Same As Student or Other: |                          |                     |
| Father's Employer:   |                          | Work Phone:         |
| Father's Employer Address or Cross Streets:  |                          |                     |

**IN CASE OF EMERGENCY** (Name of persons who could assume temporary responsibility of student if parent can't be contacted)

|   |                        |                  |
|---|------------------------|------------------|
| Local Friend or Relative's Name (First, Last & MI):               | Primary Phone:         | Secondary Phone: |
| Local Friend or Relative's Name (First, Last & MI):               | Primary Phone:         | Secondary Phone: |
| Local Doctor Name:  | Primary Daytime Phone: |                  |
| Food Allergies:   | Medication Allergies:  |                  |
| Is your child on daily medication Yes or No (Circle One) Specify: |                        |                  |
| Recent surgery, accident or illness (past year):                  |                        |                  |
| Health problems or limitations:                                   |                        |                  |

**I, the undersigned parent/guardian, hereby give my consent for the above named child to be released to the friend or relative I have designated and/or to be taken to the nearest hospital in case of emergency.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*TREATMENT IN THE EMERGENCY ROOM WILL REQUIRE PRESENCE OF LEGAL PARENT/GUARDIAN*

**MEDICAL HISTORY and DATES - Give further information if needed on back of form.**

|              |                      |                |                 |                      |
|--------------|----------------------|----------------|-----------------|----------------------|
| Measles      | Chicken Pox          | Phys. Handicap | PE Restrictions | Physical Impairments |
| Mumps        | Convulsive Disorder  | Heart Cond     | Allergy         | Special Conditions   |
| Hearing Loss | Recent Ear Infection | Glasses        | Asthma          | Other                |
| Diabetes     | TB or contact with   | Operation (s)  | Scoliosis       | Other                |

Please list **ALL SIBLINGS** attending Learning Foundation, starting from the oldest.

| Name | Age | Grade | Name | Age | Grade |
|------|-----|-------|------|-----|-------|
|      |     |       |      |     |       |
|      |     |       |      |     |       |

More siblings may be listed on back of this form.

**LEARNING FOUNDATION HEALTH SERVICES. PARENT'S CONSENT FOR GIVING MEDICATION AT SCHOOL**

I hereby request and give my consent for the school nurse, health assistant, site director or person designated by the administrator to see that my child receives the prescription or over the counter medication as instructed below. I understand that the medication is to be furnished by me in the original container and is to be labeled with and given in the following manner. (Ask your pharmacist to provide a prescription labeled container for school.)

|   |            |
|---|------------|
| Name and reason for the medication:             |            |
| Name of physician (must be on label):           | Phone:     |
| Pharmacy and prescription number:               |            |
| Directions for administration (by mouth, etc.): |            |
| The amount and time of day to be given:         |            |
| For the period from (date):                     | to (date): |

**I hereby give my consent to administer the following over the counter medication to my child when needed:**

|  |  |   |
|--|--|---|
| Ibuprofen (Advil) <input type="checkbox"/> YES <input type="checkbox"/> NO       | First Aide Ointment <input type="checkbox"/> YES <input type="checkbox"/> NO   | Saline Eye Drops <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Acetaminophen (Tylenol) <input type="checkbox"/> YES <input type="checkbox"/> NO | Throat lozenges/Spray <input type="checkbox"/> YES <input type="checkbox"/> NO | Benadryl <input type="checkbox"/> YES <input type="checkbox"/> NO         |
| Antacid (Tums) <input type="checkbox"/> YES <input type="checkbox"/> NO          | Antiseptic Spray <input type="checkbox"/> YES <input type="checkbox"/> NO      |   |

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





Student's Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

### **Food Allergy Policy**

*\*Copies of the Food Allergy Policy are available in the front office, on our website and in your child's Student Handbook, which are given out at the beginning of the school year.*

**ACKNOWLEDGEMENT:**

I am fully aware of the extent to which the school is committed to student safety and fully aware that the school cannot guarantee that my child will never experience an allergy-related event at school or on a school sponsored trip or event.

**WAIVER:**

Complete and sign this area only if you are giving permission for your child to eat food provided by the contracted catering service that provides student lunches for Learning Foundation schools.

I give permission for my child to eat lunches provided by the schools contracted food service company despite known food allergies. I accept total responsibility for any health and medical problems that may occur from my child eating school lunches at Learning Foundation.

Parent's Name (please print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please list student's allergies below:**

| Allergy | Life Threatening | Epi-pen on campus |
|---------|------------------|-------------------|
|         |                  |                   |
|         |                  |                   |

### **Fieldtrip Transportation Release**

I give permission for my child to ride with a parent or school staff member to attend all field trips. All drivers will be required to provide proof of current driver's license and vehicle insurance. *\*A specific field trip permission form will be sent home before each individual field trip.*

- No, I will supply transportation for my child to attend all field trips.
- Yes, my child may attend field trips for which the school provides a bus to transport students but may not ride with other parents or school staff.
- Yes, my child may attend field trips and be transported by a parent, school staff or bus provided by the school.

### **Photo & Video Release**

- Yes**, I Hereby grant permission for my child to be photographed, audio taped or videotaped for any school related activity, article, brochure, video production, website, social media or any other school performance or publication.
- No**, I do not want my child to be in performances that are taped or photographed or to be used in any school related activity, article, brochure, video production, website, social media or any other school performance or publication.

If there is a custody or personal reason your child's privacy should need to be protected, you must provide the information in writing along with a copy of any court ordered documents or restraining order for the school to legally provide protection for your child.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## Student's Special Education Information

Has your child ever been evaluated for special educational services?  Yes  No

Did your child's prior school provide any special education services in which he/she has a current IEP, 504 plan, or received Speech, LD, Occupational or Physical Therapy from their previous school?  Yes  No

**If No, please sign at the bottom and return.**

**If Yes, Please complete information below, sign and return.**

Does your child currently have an Individualized Education Plan (IEP)?  Yes  No

1. What is the category of the Individualized Education Plan (IEP)?

SLD  OHI  SLI  ED  Autism  Vision  Hearing  Other: \_\_\_\_\_

2. What does the Individualized Education Plan specify?

Reading  Writing  Math  Speech  Behavior  Physical Therapy  Occupational Therapy  
 Other \_\_\_\_\_

3. Does your child currently have a **504** Accommodation Plan?  Yes  No

4. What is the medical or other condition that constitutes the 504 plan? \_\_\_\_\_

Name of school where student records are currently located \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**(Please check one)**

I give permission for **ALL SPECIAL EDUCATION DOCUMENTS** regarding my student to be released to Learning Foundation "Back to Basics".

Determination of Special Education Services is pending from previous school, however, I give permission for **ALL DOCUMENTS** regarding my student to be released to Learning Foundation "Back to Basics".

**I hereby certify that the above information is true and correct.**

**Student Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## Programs and Policies Acknowledgement Form

|                              |  |              |  |
|------------------------------|--|--------------|--|
| <b>STUDENT NAME: (print)</b> |  | <b>DATE:</b> |  |
| <b>PARENT NAME: (print)</b>  |  |              |  |

| <b>The following policies/guidelines will be provided to you and your child. Please initial to acknowledge your understanding of this information. Student and Parent acknowledgement is required.</b>   |  |  |                             |
|--|--|--|-----------------------------|
| <b>1. Student Handbook Acknowledgement</b>   |  |  | <b>Student<br/>Initials</b> |
| The Learning Foundation Student/Parent Handbook will be provided to my child at the beginning of the school year to take home for my reference. I will read the handbook, sign and return the signature page to my child's teacher. I understand that my child is expected to follow all school policies outlined in the handbook.   |  |  | <b>Parent<br/>Initials</b>  |
| <b>2. Student Computer Use Policy Acknowledgement (Parent)</b>   |  |  | <b>Parent<br/>Initials</b>  |
| As a parent or guardian of this student, I will read the policy provided to my child at the beginning of the school year in the Student/Parent Handbook. I will read the policy, sign and return the signature page to my child's teacher. I acknowledge that, although all Learning Foundation campuses use internet filters and firewalls to restrict inappropriate material, it is impossible to block access to all controversial materials. I will not hold the district responsible for materials acquired by use of the information services. I also agree to report any misuse of the information services to a school administrator. Misuse may come in many forms but can be viewed as any message sent or intentionally received that indicates or suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, or other issues described in the policy. |  |  | <b>Student<br/>Initials</b> |
| <b>Student Computer Use Policy Acknowledgement (Student)</b>   |  |  | <b>Parent<br/>Initials</b>  |
| I will read and understand the Learning Foundation Student Computer Use Policy provided in my Student/Parent Handbook, which I will receive at the beginning of the school year. I will not break any of the rules. If I am not sure whether it is okay to do something on the computer, I will ask the teacher, Principal or other Learning Foundation staff. I understand that if I don't follow these rules, I may not be allowed to use the computer while at school, and/or I may be disciplined according to school policy.  |  |  | <b>Student<br/>Initials</b> |
| <b>3. Student Technology/Device Policy Acknowledgement</b>   |  |  | <b>Parent<br/>Initials</b>  |
| The Learning Foundation Policy will be provided in this enrollment packet. We will read the policy, sign and return it with the completed enrollment packet.   |  |  | <b>Parent<br/>Initials</b>  |
| <b>4. FERPA Acknowledgement / Directory Information</b>  |  |  | <b>Parent<br/>Initials</b>  |
| I understand that Learning Foundation adheres to the Family Educational Rights and Privacy Act (FERPA), which governs the types of student information that can be released without prior written consent from parents (directory information), including: student's name, photograph, grade level, honors and awards, and participation in school activities and sports. I can access the current FERPA Notification of Rights and Notice for Directory Information on the Learning Foundation website and in the Student/Parent Handbook, or I may obtain a hard copy of the notifications at the school administrative office. I understand that if I do not want Learning Foundation to disclose part or all of the directory information for my child I must notify the District in writing, on a separate letter, within two weeks of registration.*   |  |  | <b>Parent<br/>Initials</b>  |
| *(Office Use) Parent FERPA Letter Attached: ____ YES ____ NO   |  |  |                             |
| <b>5. Enrollment</b>   |  |  | <b>Parent<br/>Initials</b>  |
| Learning Foundation offers enrollment depending on the capacity limit established for the school and/or its grade levels. The parent affirms that the student will abide by the rules, standards, and policies of the school and the district if enrolled. Failure to abide by the rules, standards and policies of the school and the district may result in a parent meeting with the Administration to review these standards and sign an applicable behavior contract.   |  |  | <b>Parent<br/>Initials</b>  |
| The student's failure to abide by the behavior contract may result in long-term suspension or expulsion.   |  |  | <b>Parent<br/>Initials</b>  |

|                               |  |
|-------------------------------|--|
| <b>STUDENT SIGNATURE:</b>     |  |
| <b>PARENT SIGNATURE:</b>      |  |
| <b>PARENT CONTACT NUMBER:</b> |  |



## **STUDENT Use of Technology/DEVICE POLICY:**

Each student will be responsible for the device that has been assigned to them. In the event that the device is lost (stolen, not returned, missing, etc.), liquid-damaged, or otherwise non-repairable as a result of willful action or negligence, the student and parent/guardian will be responsible to pay for the replacement cost of the Chromebook.

### **Terms and Conditions of Use**

The student's possession and use of the device is a privilege, not a right.

Intentionally damaging technology equipment (vandalism) may result in the cancellation of privileges, and/or other discipline, up to and including expulsion. Vandalism is defined as any malicious attempt to harm or destroy data of another user or organization, irresponsible behavior in and around computing equipment, hacking and physical damage to any network component, or as otherwise defined by law.

The Learning Foundation "Back to Basics" reserves the right to recover its expenditures associated with a vandalism incident in accordance with Arizona laws and CAFA INC Technology Policy, which may include: Access to district-owned or operated technology limited or denied. Suspension, Dismissal, Expulsion. Restitution for property damage. Legal action.

Please be advised that users, or their parents/guardians, may be held financially responsible for the damage of technology equipment or for any unauthorized financial commitments made through the Internet. Students are responsible for the care of their technology equipment. Property Loss and Damage through vandalism and/or negligence will be treated the same.

All rules in the sections above apply wherever technology equipment is being used.

By signing this form, the student and parent/guardian acknowledges that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession and use of a District device. The student and the student's parent/guardian also certify that they will comply with these terms at all times while the device is in their possession or under their control.

### **Acceptance and Acknowledgement of the use of a Chromebook, Lost, Damaged or Stolen Technology Equipment Guidelines and Agreement**

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

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Main Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work or Alternate Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(All devices are covered under these guidelines)



## Dress Code Rules

### Parent/Guardian & Student Agreement - School Copy

*\*Parent and student copies are available in the front office, on our website and in your child's Student Handbook. Handbooks are given out at the beginning of the school year.*

It is the parents' responsibility to send their children to school in dress code, clean and well groomed. Students having three or more dress code violations are subject to disciplinary action. **Resolution to any question or inconsistency regarding dress code rules is up to the discretion of the principal/site director.**

1. Students are required to wear a Learning Foundation "Back to Basics" logo shirt in the colors required by the school: Red, Navy Blue, or White.
2. Parents will be notified if a student is out of dress code or inappropriately dressed and will be required to come to the school to pick up the student or bring in appropriate change of clothing before he/she may attend class. If the school has loner uniforms available, one may be provided to your child, please wash it and return it to school the next day.
3. Students are required to wear slacks, capri's, skorts, jumpers, or "fingertip length" walking shorts in **colors of solid black, navy blue, or tan, only.** **Jackets must be in colors of only solid red or solid blue.**
  - No running pants or shorts, sweat pants, pajama pants, etc. may be worn. No hats may be worn in the school building.
  - No denim or Levis. Leggings or Jeggings may only be worn under dress code bottoms.
  - No overly baggy, sagging pants, or dragging pant legs. Pants must fit appropriately at the waist.
  - Underclothing must never show.
  - No torn (including torn look) or cut off clothing may ever be worn.
  - No zippered pockets.
4. Zip or button front sweatshirts **in solid colors of red or blue** may be worn that DO NOT contain inappropriate language/ graphics or that advertises drugs, alcohol or tobacco related items. Sweatshirt hoods may not cover heads in the building. No pullover sweatshirts are allowed.
5. Only closed toe and closed heel shoes may be worn. No sandals, flip flops, or skate shoes (shoes with retractable rollers in the sole) may be worn.
6. No extreme hairstyles may be worn, including Mohawks or spiked hair. No unnatural hair color.
7. No body piercing or ear gauging. Appropriate clothing must cover tattoos.
8. No extreme jewelry styles. Only two earrings in each ear may be worn. Only two bracelets per arm. No ball necklaces, dog collars, drug or inappropriate symbols. No safety pin jewelry, body chains or chains over ¼" thick.
9. No gang paraphernalia (bandanas, jewelry or clothing). No Gothic clothing.
  1. No clothing shall be worn that contains inappropriate language/graphics or that advertises drugs, alcohol or tobacco related items.
  2. Tops should cover the midriff to below the waist line of the pants, even when students raise their arms.
  3. No tube tops, spaghetti strap or sleeveless tops may be worn.

Occasionally Learning Foundation will have a dress down day and students may wear short sleeve T-shirts and jeans that are not torn, cut off or sagging. **No leggings or jeggings may be worn unless under dress code bottoms.**

**NOTE: 3 dress code violations may = 1 day suspension**

**I have read and agree to abide by the above Dress Code Rules.**

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

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_





## Transportation Request

Learning Foundation has limited student transportation available to and from school.

The following questionnaire will help us establish the need for transportation and possible routes. If you are in need of transportation please fill out the information below and our transportation department will contact you before school starts to inform you of your pick up time and location.

**We do not transport students living less than 1.5 miles from school.**

The following information is used to establish the number of buses needed to transport students to and from school and on field trips or school events.

**I request transportation to and from school for my child.     YES     NO**

**Please Initial: \_\_\_\_\_ I am aware that there may be a fee for transportation.**

**\_\_\_\_\_ I am aware that it is my responsibility to contact the school office should my children's assigned bus route change. I MUST contact the office 1 month prior to moving.**

**Please complete the information below:**

|  |                  |   |
|--|------------------|---|
| <b>Parent/guardian Name:</b>   |                  |   |
| <b>Major Cross Streets (EW):</b>   | <b>and (NS):</b> |   |
| <b>Address:</b>  | <b>City:</b>     | <b>Zip Code:</b>  |
| <b>Email Address:</b>  |                  |   |
| <b>Primary Contact Name:</b> <small>Person who will receive bus alerts via text message.</small>   |                  | <b>Contact #:</b> <small>Must be a number that can receive text messages.</small> |
| <b>Emergency Contact Name:</b> <small>If primary contact is unreachable.</small>   |                  | <b>Contact #:</b>   |
| <b>Student Name:</b>   |                  | <b>Grade (2020-2021):</b>   |
| <b>Student Name:</b>   |                  | <b>Grade (2020-2021):</b>   |
| <b>Student Name:</b>   |                  | <b>Grade (2020-2021):</b>   |
| <b>Students will need transportation (check one)    <input type="checkbox"/> AM    <input type="checkbox"/> PM    <input type="checkbox"/> AM &amp; PM</b> |                  |   |
| <b>May your child wait/walk home from the bus?    <input type="checkbox"/> YES    <input type="checkbox"/> NO</b>  |                  |   |

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

**For office use only:**

|                   |                  |
|-------------------|------------------|
| Start Date: _____ | Bus Route: _____ |
| Bus Color: _____  |                  |



Attn: Registrar/Records

## Official Authorization For RELEASE OF STUDENT RECORDS

|                                  |                                      |
|----------------------------------|--------------------------------------|
| 1st Request date: ____/____/____ | By: Fax ____ Mail ____ Initials ____ |
| 2nd Request date: ____/____/____ | By: Fax ____ Mail ____ Initials ____ |

**Mail records to: 851 N. Stapley Drive, Bldg. 6, Mesa, AZ 85203  
 Or FAX records to: 480-834-3991 Phone: 480-834-6202**

Student's Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

School Last Attended \_\_\_\_\_ Grade Last Attended \_\_\_\_\_

Date of Entry \_\_\_\_\_ Date of Withdrawal \_\_\_\_\_

School's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Last School Phone Number \_\_\_\_\_ School Fax Number \_\_\_\_\_

**\*\*\*\* SCHOOL OFFICE USE ONLY \*\*\*\***

**Please send all of the following records to the above address or fax number**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>* Transcripts of Grades</li> <li>* Birth Certificate</li> <li>* Immunization Records</li> <li>* Official Transcript if applicable</li> <li>* Health Information</li> <li>* Withdrawal form with SAIS ID and grade</li> <li>* Social History</li> </ul> | <ul style="list-style-type: none"> <li>* Achievement &amp; State Test Scores</li> <li>* Attendance Records</li> <li>* Disciplinary Records</li> <li>* Hearing and Vision Screening results</li> <li>* Medical Evaluations, 504 Plan</li> <li>* Reports</li> <li>* Other _____</li> </ul> |
|---|--|

**SPECIAL EDUCATION RECORDS: Please send this request to your Special Education Department or, notify us at 480-834-6202 of your SPED Dept. FAX and Phone number.**

I hereby request and authorize the school to release, as indicated above, any medical information, educational records, special education placement and developmental history, psychological reports or other pertinent data you and the school may have, or may receive, that would aid in providing appropriate educational services for this child. Pursuant to the Family Educational Rights and Privacy Act of 1974, all psychological and confidential data will be maintained. 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.

**Parent signature is not required to release information and transfer records to a school**

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

School Official Signature \_\_\_\_\_ Date \_\_\_\_\_