

ACADEMY ADVENTURES MIDTOWN 2022-2023 STUDENT ENROLLMENT PACKET



*ATTENDANCE...ATTITUDE...ACADEMICS
BUILDING ON STRENGTHS...BEHAVIOR...BUCKET FILLING
COMMUNICATION...CONFIDENCE...CORNERS UP*

2022-2023 ENROLLMENT FORM

OFFICIAL USE ONLY:

1st Date of Attendance: _____

Date Entered Into SMS: _____

Last Day of Attendance: _____

ACADEMY ADVENTURES MIDTOWN

3025 N. Winstel Blvd., Tucson, AZ 85716 * (520) 777-3757

Admission is not based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English Language or athletic ability.

2022-2023 APPLICATION FOR STUDENT ADMISSION

Please PRINT.

STUDENT INFORMATION

Legal Last Name: _____

First Name: _____

Middle Name: _____

Preferred Name*: _____

Date of Birth: _____

State Born In: _____

Home Address: _____

City/Zip Code: _____

Gender: Female Male

2022-2023 Grade Level: _____

Has your child ever been expelled from another elementary school? YES NO

**Optional*

FEDERAL ETHNICITY & FEDERAL RACE (TWO PARTS)*

PART 1: Federal Ethnicity*: Hispanic or Latino Not Hispanic or Latino

PART 2: Federal Race*: White Black/African American Asian Native Hawaiian or Pacific Islander
 American Indian/Alaskan Native (**TRIBAL NAME:** _____)

**Optional*

MILITARY STUDENT IDENTIFIER

Is the student a dependent of a member of the United States military service in the Active Duty Army, Navy, Air Force, Marine Corps or Coast Guard?

Is the student a dependent of a full-time member of the National Guard, or Reserve force of the United States military (Army, Navy, Air Force, Marine Corps)?

Is the student a dependent of a member of the National Guard, or Reserve force of the United States military (Army, Navy, Air Force, Marine Corps)?

None of the Above

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PARENT/GUARDIAN INFORMATION

Mother/Guardian's Name: _____ Phone #: _____

Email Address*: _____ @ _____

Father/Guardian's Name: _____ Phone #: _____

Email Address*: _____ @ _____

Student Lives With: Both Parents Mother Only Father Only Other: _____

Who Has Legal Custody? Both Parents Mother Only Father Only Other: _____

Please describe any visitation arrangements (if applicable)*: _____

Are there any family circumstances we should be aware of?* _____

*OPTIONAL

WHERE DOES THE STUDENT STAY AT NIGHT - Please Check ONE Option*

At Home with Parents/Guardians In a Shelter In a Motel/Hotel In a Vehicle At a Campsite

Other Location Not Appropriate for People (abandoned Building, Storage Unit)

Temporarily with more than one family in a house, mobile home, or apartment

Other (specify): _____

***OPTIONAL** - This information is not required for enrollment but used to help provide services for families in need

EMERGENCY CONTACT INFORMATION (Other than parents)

In case of an emergency, or if I cannot be reached, I hereby authorize the following person(s) to be contacted to pick up my child.

1. Name: _____ Relation to Child: _____

Phone Number(s): _____

2. Name: _____ Relation to Child: _____

Phone Number(s): _____

ALLERGY/MEDICAL INFORMATION

Are there any issues or concerns, such as medical/psychological treatment that the school should be aware of?

YES NO If YES, please explain: _____

Is your child allergic to any food or other substances? YES NO

If YES, please list: _____

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PREVIOUS SCHOOL INFORMATION

School Name	City/State	Dates Attended	Grade Level

SPECIAL EDUCATION*

Is your child currently enrolled in a Special Education Program?* YES NO

Does your child currently participate in any of the following?*

- Current I.E.P 504 Accommodations Educational Evaluation Psychological Evaluation
 Gifted Classes Bilingual/EL Classes Tutoring Other: _____

Has your child had any of the following*:

- Irregular Attendance Disciplinary Issues Diagnosed Attention Deficit Disorder
 Other: _____

**OPTIONAL - This information is not required for enrollment. Special Education information is used to ensure continuity of services your child may have been previously receiving.*

STATEMENT OF DISCLOSURE

I/We have truthfully answered all questions on this enrollment form that were not optional. I/We understand that a student grade level placement is based on his/her previous grades/credits, recommendations and test scores. I/We understand that any false information on this application may affect my child's enrollment.

Parent/Guardian Name (please Print): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (please Print): _____

Parent/Guardian Signature: _____ Date: _____

2022-2023 ENROLLMENT FORM



Arizona Department of Education Arizona Residency Documentation Form

Student Name: _____ School: Academy Adventures Midtown

School District or Charter Holder: Ed Ahead, Inc.

Parent/Legal Guardian (Please Print): _____

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 Car 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

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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 _____ SAIS ID _____

Parent/Guardian Signature _____ Date _____

District or Charter Ed Ahead, Inc.

School Academy Adventures Midtown

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.

ACADEMY ADVENTURES MIDTOWN

STUDENT ATTENDANCE POLICY

Student attendance is crucial to your child's success. Academy Adventures Midtown has a strict attendance policy. Per **Arizona Revised Statute §15-803**:

A. *It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:*

1. *The child is excused pursuant to section Arizona Revised Statute §15-802, subsection D or section A.R.S §15-901, subsection A, paragraph 5, subdivision (c).*
2. *The child is accompanied by a parent or a person authorized by a parent.*
3. *The child is provided with instruction in a homeschool.*

B. *A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section A.R.S. §8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section A.R.S. §15-802, subsection B, paragraph 1.*

C. *For the purposes of this section:*

1. *"Habitually truant" means a truant child who is truant for at least five school days within a school year.*
2. *"Truant" means an unexcused absence for at least one class period during the day.*
3. *"Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.*

Per **Arizona Revised Statute §15-807** absences (as well as tardies and early releases) are tracked daily, recorded and parents/guardians of children who are not at school are contacted within 2 hours of school starting.

Excused absences include illness, death in family and/or family emergency. Absences that fall outside those categories are considered unexcused.

Parents/Guardians are expected to call the school to report absences or late arrivals. If you have to leave a message, please include the date, time, name of your child and reason they will be out or late. If your child is out and we are unable to reach you and you have not contacted the school, your child will receive an unexcused absence. If your child has ten (10) consecutive unexcused absences this will result in your child being withdrawn from school.

Students who arrive after school begins or leaves before school is out, may be marked absent for half day or full day depending on the time of arrival. Absences are based on minute requirements set forth by the state for each grade level.

By signing below, I confirm that I have read and understand the expectations of this Attendance Policy. I agree to have my child at school daily and on time unless they are ill. I agree to contact the school to let them know that my child will be absent.

Child's Name: _____

Parent Signature: _____ Date: _____

ACADEMY ADVENTURES MIDTOWN

Student Records Request

STUDENT NAME:	
DATE OF BIRTH:	
EDFI NUMBER:	LAST GRADE COMPLETED:
PREVIOUS SCHOOL ATTENDED:	
PREVIOUS SCHOOL ADDRESS:	
PARENT/GUARDIAN SIGNATURE:	DATE:

The child named above has enrolled at Academy Adventures Midtown. Please forward all pertinent school records/transcripts including, but not limited to:

- Official Pupil Withdrawal Form
- Attendance Records
- School Records
- Report Cards/Transcripts
- Discipline Records
- Standardized Test Scores
- AzELLA Test Scores
- Special Education Records**
- Birth Certificate
- Immunization Records

****If Special Education Records are maintained at another location, please forward a copy of this request to that location. Thank you.**

Please send (we do not accept electronic or faxed records) records to:

ACADEMY ADVENTURES MIDTOWN
3025 N. Winstel Blvd
Tucson, AZ 85716

FOR OFFICIAL USE ONLY:

Signature of School Official or Designee

1st Request: _____

2nd Request: _____

3rd Request: _____

Received: _____

Academy Adventures Midtown School

PHOTO/MEDIA RELEASE

As a student of Academy Adventures Midtown, your child may be photographed or videotaped for the purpose of promoting Academy Adventures Midtown and its program. This may include but is not limited to: production of radio ads, television ads, television/radio media interviews, newspaper articles, our website, our public Facebook page, brochures, posters/flyers, Unruly Splats social media (Instagram, twitter and/or Facebook) and newsletters.

PHOTOGRAPHED

PHOTOGRAPHED FOR SCHOOL PICTURES (CLASS AND SCHOOL GROUP)

VIDEOTAPED FOR TELEVISION/WEBSITE

INTERVIEWED FOR TELEVISION, NEWSPAPER, RADIO, ETC.

RECORDED FOR RADIO ADS, INTERVIEWS, ETC.

RECORDED FOR USE BY UNRULY SPLATS MEDIA AND SOCIAL MEDIA.

I consent to all of the above and provide its/their release for publication, exhibition or reproductions to be used for public relations, news articles or telecasts, education, research and inclusion on the Academy Adventures Midtown Website and Facebook Page. I release Academy Adventures Midtown, their officers and employees and each and all persons involved from any liability connected with the taking, recording or publications of said interviews, photographs, slides, computer images, video tapes or sound recordings. I waive all rights I may have to any claims for payment of royalties in connections with any exhibitions, televising or other publications, all negatives and positives, whether print, video, film or sound recordings are the property of Academy Adventures Midtown or the person or entity designated by it, solely and completely. I understand that the terms herein are contractual and not a mere recital, that this instrument is legally binding and that I have voluntarily signed this document.

PLEASE CHECK ONE:

YES! I want my child to participate.

NO! I do not want my child to participate.

Student's Name: _____

Parent/Guardian Name (PRINT): _____

Parent/Guardian's Phone Number: _____

Parent/Guardian Signature: _____ Date: _____

Academy Adventures Midtown

FIELD TRIP PERMISSION SLIP

Child's Name: _____

Academy Adventures Midtown has many opportunities to participate in field trips involving our community. Occasionally, the information is given to the school at the last minute and the teachers do not have enough time to send home a formal permission slip, so the children are unable to participate. To avoid having the students miss exciting educational activities and opportunities that take place around our community, you are asked to check one of the options below. This will give your child permission to attend community field trips. Individual Field Trip Permission forms will not be sent home for every field trip, however information will be sent home prior to the trip. Parents/Guardians will always be notified before your child goes off campus.

YES, Permission is granted for the above-named child (student) to be transported in buses, vehicles and/or by city bus, as well as walking to destinations that are nearby.

As the named parent/guardian, I hereby give permission for my child to participate in school approved activities that will be held from time to time during the 2022-23 school year. I have read the above description and understand that this is a one-time signature for permission, and I understand that most school sponsored activities will be covered by this signed form.

I, the undersigned, hereby allow my son/daughter to participate in designated school activities that will take place as field trips and participation events that will be supervised by faculty and/or staff of Academy Adventures Midtown.

I hereby give permission for the named child to participate in school field trips. I understand that Ed Ahead, Inc./Academy Adventures Midtown and its employees are not responsible for my child's behavior or acts of other persons. We authorize staff to take disciplinary measures, if necessary, for protection of my child or other persons, and if it warrants, I, the parent/guardian, will be responsible for return transportation of the above-named child (student). I hereby authorize the staff of Academy Adventures Midtown to act on their best judgment in any emergency that may require medical attention.

I understand that the child assumes the risk in participation in the activities and I hereby release, exonerate, discharge and hold harmless Ed Ahead, Inc. (corporate sponsor of Academy Adventures Midtown), their employees and agents from any and all liabilities or causes of any injuries incurred during school events.

NO, I do not agree to the terms above and waive my child's right to attend school sponsored events.

Parent/Guardian Signature: _____

Date: _____

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UNIFORM POLICY

BOTTOMS

ACCEPTABLE	UNACCEPTABLE
Colors: Navy Blue, Khaki, Gray or Black	Any other color that is not listed
Pants hemmed at the top of the shoe Shorts knee length Skirts/Jumpers knee length	Sweat Pants <u>Denim of any kind/color</u> Excessively baggy or tight Exposed undergarments
Clean and neat in appearance	Ripped, torn or otherwise in disrepair

TOPS

ACCEPTABLE	UNACCEPTABLE
Colors: Solid or striped Type: Polo Shirts or School Logo T-Shirts	Prints, anything with logos or words on it
Polo Shirts: Long or Short Sleeved w/ 3 buttons	Non-School T-Shirts See-Through or Sleeveless Any type of graphics or lettering Baggy or excessively tight
Clean and neat in appearance	Ripped, torn or otherwise in disrepair
Cool Weather: <u>Plain</u> sweatshirts or sweaters mayb worn in the classroom	Cool Weather: Graphics or lettering on sweatshirts, jackets or sweaters cannot be worn in the classroom but can be worn outside. Excessively baggy or tight

ADDITIONAL INFORMATION:

- All students are required to be in uniform for field trips
- Hats, Hoodies and Jackets are acceptable **OUTSIDE ONLY**. ***They may not be worn in the building***
- Closed toed/closed heeled shoes are required or your child will not be permitted on the playground

Infractions of the dress code may result in a phone call requesting proper attire be brought for your child to change into. If a uniform item is available, we will loan it to your child for the day. Continued infractions of the dress code will result in a request for a parent/guardian conference with administration.

I have read and agree to the Uniform Policy.

Parent Signature: _____

Date: _____

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DROP-OFF / PICK UP POLICY

Academy Adventures Midtown regards student safety as a top priority. As such, the following procedures have been adopted to maintain a safe transition between parent/guardian and Academy Adventures Midtown's care.

DROP OFF - Available beginning at 7:30 AM

Drop off time is no earlier than 7:30 AM. Parents/Guardians will be expected to stay with their child outside if they arrive prior to 7:30 AM. For the safety of all students, students must NOT be dropped off and left unattended prior to 7:30 AM.

TIME	RESPONSIBILITY
7:30-7:55 AM	Academy Adventures Midtown participates in the National School Breakfast and Lunch Program. Breakfast is served from 7:30 - 7:55 AM daily. Any child who arrives after 7:55 AM may not receive a full breakfast.
7:30-8:00 AM	Academy Adventures Midtown staff monitors the front entry of the building. Students must be acknowledged by staff and enter the school grounds in order to be counted as present at school. You may determine if you would like to park your vehicle and walk your child to the door or simply drop your child off and watch him/her walk into the school. <i>FOR SAFETY OF YOUR CHILD, NEVER LEAVE UNTIL A STAFF MEMBER ACKNOWLEDGES THE CHILD'S PRESENCE.</i>
After 8:14 AM	Students must be walked into the school and signed in

PICK UP

Only authorized persons will be allowed to pick up your child. These include Parents/Guardians and any person listed as an emergency contact. If someone other than those people listed will be picking up your child, you must call the school and provide the person's full name. That person will be required to show identification before they can take the child.

TIME	RESPONSIBILITY
BEFORE 2:30 PM	Students must be signed out by a parent/guardian or authorized adult at the office if leaving prior to the end of the school day. The school day ends at 2:30 PM. Please do not interrupt class until the teacher dismisses the students for the day.
2:30 PM	Students not enrolled in the after school program must be picked up at 2:30 PM. Students will be dismissed from the side patio (weather permitting). <i>Please note that teachers are NOT available to watch children after dismissal.</i>
EARLY DISMISSAL 11:30 AM	Students must be picked up at 11:30 AM on Early Dismissal Days. There is NO After School program offered on Early Release Days.

I have read and agree to the Drop Off / Pick Up Policy

Parent Signature: _____

Date: _____

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Acceptable Use of Information Resources Policy

Preamble:

Academy Adventures Midtown endeavors to develop and provide access to collections, services, facilities, equipment and programs that meet the information and educational needs of its staff, parents and students.

In fulfillment of this purpose and in response to advances in technology and the changing needs of the community, Academy Adventures Midtown supports access to information resources, including the Internet to the greatest extent possible while protecting students from harmful information. In return, the school expects users of information resources to be aware of and act in compliance with all relevant federal and state laws, local ordinances and governing Board policies. It further expects its users to be familiar with and to behave consistently with the several general principals, which together constitute appropriate, responsible and ethical behavior in an academic environment, particularly in regard to the use of the schools' information resources. Those principles include: Freedom of Expression, Respect for Privacy, Respect for Property Rights, Respect for Personal and Cultural Differences, Freedom from Harassment, Respect for and Compliance with Intellectual Property Rights and Copyright Law.

Academy Adventures Midtown affirms that it will be a partner with users in promoting education and understanding of the appropriate, efficient and successful use of information resources.

Guiding Principles:

Academy Adventures Midtown has purchased and installed an Internet Filtering Device and uses it to limit Internet access to appropriate sites for children. However, it disclaims any warranty for any information found on the Internet as to its accuracy, authority, timeliness, usefulness or fitness for a particular purpose. Likewise, Academy Adventures Midtown disclaims any control over, or knowledge about, changes in content to the sources for which it has established links or for content of sources accessed through secondary links.

Use of the Internet will be managed in a manner consistent with other Academy Adventures Midtown policies, including the student code of conduct.

The Internet contains much information that is personally, academically, professionally and culturally enriching. It also provides material that may be factually incorrect, offensive, disturbing to some individuals and/or illegal. For this reason, Academy Adventures Midtown has purchased a filtering device that the administration uses to disallow students from reaching many inappropriate information sites. It is to be acknowledged however, that the Internet may not be an adequate substitute for many other kinds of information resources, which may be limited by copyright or other restrictions to local use. Users of information resources are encouraged to ask a teacher for assistance in finding the best sources for their research.

Because of the limited technology resources on the Academy Adventures Midtown campus, the school reserves the right to give priority in services and equipment to students and teachers engaged in classroom learning activities, lab instructional learning programs and teacher assigned research projects. Individual use of computers outside of these areas will be granted by administrators.

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Responsibilities:

- All users of Academy Adventures Midtown information resources are expected to behave responsibly, legally and ethically in that use. To that end, it is the responsibility of those users to:
- Honor all state and federal laws, copyright provisions and software licensing agreements to which the school is a party.
- Be aware of and comply with any school and teacher rules and procedures for accessing and operating computers and related hardware, software and other information resources.
- Take precautions to protect accounts and passwords by selecting obscure passwords, changing them frequently and not sharing such information or the use of the accounts with others.
- Download information from computers to flash drives. Whenever possible photocopy multiple copies and otherwise limit printing to what is directly needed in order to conserve paper and to make the most efficient user of resources.
- Properly logoff or logout whenever leaving a computer in an area, which is accessible to others; treat others with dignity and respect; respect the privacy and confidentiality rights of others, including their files and accounts; use Academy Adventures Midtown information resources only for school approved purposes, which are legal and consistent with the school's mission.

Consistent with the above, unacceptable uses and behaviors include, but are not limited to:

- Damaging or attempting to alter computer equipment.
- Violating, or attempting to violate, computer systems security.
- Violating, or attempting to violate, software license agreements.
- Incurring unauthorized or unreasonable costs for the school.
- Accessing files, data, passwords or others' information without authorization.
- Disrupting or monitoring electronic communications without authorization.
- Harassing other computer users or school staff.
- Violating the privacy of others.
- Using any school workstation for any illegal purpose.
- Copying copyright-protected material without legal right or authorization.
- Intentionally and unnecessarily exposing self and others to material that is inappropriate or that may be offensive.

Results of Inappropriate Behavior:

It is important to recognize that inappropriate behavior has an adverse effect on the work of others, on the ability of school staff to conduct good service and/or on information resources themselves. Thus, it is expected that users of information resources at Academy Adventures Midtown will be constructively responsive to others' complaints and receptive to school staff's reasonable requests for changes in behavior or action. School staff will attempt to resolve differences and problems among information users by asking for the cooperation of those involved and for compliance with school rules. When necessary, parents will be called and informed of a student's inappropriate behavior with technology.

Repeated or serious infractions or misconduct may result in temporary or permanent loss of access privileges.

Intentional damage to equipment or unintentional damage to equipment that occurs while a student is misbehaving will result in financial charges to the family.

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AFFIDAVIT OF RECEIPT AND ACCEPTANCE OF ACADEMY ADVENTURES MIDTOWN ACCEPTABLE USE OF INFORMATION RESOURCES POLICY.

Parents:

I have received and reviewed the above Acceptable Use of Information Resources Policy. I accept the conditions and responsibilities of the policy and agree to explain them to my child(ren).

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Name(s) of Children (Please Print):

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Educational Services and Resources

Exceptional Student Services

Child Find - ARIZONA ADMINISTRATIVE CODE R7-2-401 C.-D.

State Rules Regarding Child Find Responsibilities

C. Public Awareness:

1. Each public agency shall inform the general public and all parents, within the public agency's boundaries of responsibility, of the availability of special education services for students aged three through 21 years and how to access those services. This includes information regarding early intervention services for children aged birth through 2 years.
2. Each public agency is responsible for public awareness within their enrolled population (including the families of enrolled students).
3. School districts are responsible for public awareness in private schools located within their geographical boundaries.

D. Child Identification and Referral

1. Each public agency shall establish, implement, and disseminate to its school-based personnel and all parents, within the public agency boundaries of responsibility, written procedures for the identification and referral of all children with disabilities, aged birth through 21, including children with disabilities attending private schools, regardless of the severity of their disability.
2. Each public agency will require all school-based staff to review the written procedures related to child identification and referral on an annual basis. The public agency shall maintain documentation of staff review.
3. Procedures for child identification and referral shall meet the requirements of the IDEA and regulations, Title 15, Chapter 7, Article 4 and these rules.
4. The public agency responsible for child identification activities is the school district in which the parents reside unless:
 - a. The student is enrolled in a charter school or public agency that is not a school district. In that event, the charter school or public agency is responsible for child identification activities;
 - b. The student is enrolled in a private school. In that event, the school district within whose boundaries the private school is located is responsible for child identification activities.
5. Identification (screening for possible disabilities) shall be completed within 45 calendar days after:
 - a. Entry of each kindergarten student and any student enrolling without appropriate records of screening, evaluation, and progress in school; or
6. Notification to the public agency by parents of concerns regarding developmental or educational progress by their child aged three years through 21 years.
7. Screening procedures shall include vision and hearing status and consideration of the following areas: cognitive or academic, communication, motor, social or behavioral, and adaptive development. Screening does not include detailed individualized comprehensive evaluation procedures.
8. For a student transferring into a school; the public agency shall review enrollment data and educational performance in the prior school. If there is a history of special education for a student not currently eligible for special education, or poor progress, the name of the student

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shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services.

9. If a concern about a student is identified through screening procedures or through a review of records, the public agency shall notify the parents of the student of the concern within 10 school days and inform them of the public agency procedures to follow-up on the student's needs.
10. Each public agency shall maintain documentation of the identification procedures utilized, the dates of entry into school or notification by parents made pursuant to paragraph (c)(5)(b), and the dates of screening. The results shall be maintained in the student's permanent records in a location designated by the administrator. In the case of a student not enrolled, the results shall be maintained in a location designated by the administrator.
11. If the identification process indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent or a student may request an evaluation of the student. If the parent of an identified student enrolled in a private school does not reside within the school district boundaries, the parent, with the assistance of the school district, shall notify the district in which the parents reside of the needs of the student and the residence school district will assume responsibility follow-up.
12. If, after consultation with the parent, the responsible public agency determines that a full and individual evaluation is not warranted, the public agency shall provide Prior Written Notice and Procedural Safeguards Notice to the parent within 60 Calendar days.

<http://www.azed.gov/ess/ChildFind/CfAZAdminCodeCD.asp>