



Required Documentation: The school must receive the following documents for enrollment to be valid, or to be added to the waiting list. If any document is missing, your application will be incomplete and you will not be enrolled or added to the waiting list.

1

Copy of Birth Certificate (Full page, not an abstract of birth)

2

Proof of Residency: Current utility bill with current address

3

Immunization Records: Must include current records of all required shots, including Tdap

4

Transcripts or grades from previous school

Section 1: Student Demographic Information

Last Name		First Name		Middle	
Gender	Age	Birthdate (MM/DD/YYYY)		Year Entered Kindergarten (YYYY)	Incoming Grade
Name of Student's Previous School (Most Recent)				Phone Number	
School Mailing Address			City	State	Zip

Section 2: Mailing Address

Mailing Address		
City	State	Zip

Section 3: Physical Address (if same as Mailing Address, leave Section 3 blank)

Physical Address		
City	State	Zip

Section 4: Parent Information

Parent/Guardian Name		Cell Phone Number	
Employer	Occupation	Work Phone Number	
Email Address (required)		Other Phone Number (if any)	
Parent/Guardian Name		Cell Phone Number	
Employer	Occupation	Work Phone Number	
Email Address (required)		Other Phone Number (if any)	

Section 5: Emergency Contact Information

Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number



Section 6: Education Programs
(Check any that apply)

SST			
504 Plan		504 Date	<i>*Notice: Special Education services are provided through Beaumont Unified School District. BUSD does not deny enrollment to any student based on a disability. Highland Academy and the BUSD Special Education Department work together and will hold an IEP meeting for each HACS applicant with an IEP to review the student's educational needs. If BUSD is unable to meet the needs of the student at Highland Academy, then the district will provide Free Appropriate Public Education (FAPE) for the student in the Least Restrictive Environment at another district campus based on the student's IEP.</i>
*IEP		*IEP Date	
ELD (English Learner)		EL Level	
Speech and/or hearing			

Section 7: Ethnic Information

Hispanic / Latino? (Circle One)	Yes	No	
What is your child's ethnicity?	<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Hmong <input type="checkbox"/> Laotian <input type="checkbox"/> Other Asian		<input type="checkbox"/> Hawaiian <input type="checkbox"/> Guamanian <input type="checkbox"/> Samoan <input type="checkbox"/> Tahitian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Filipino <input type="checkbox"/> African American <input type="checkbox"/> White/Non-Hispanic
Country of Birth (Circle One)	USA	*Other	*If "other", year entered the US

Section 8: Language Information

What language did this student learn when he/she first began to talk?			
What language does this student most frequently speak?			
What language do you most frequently use when speaking to this student at home?			
What language is most often spoken by adults in the home?			
Is your child fluent in the English language? (speaking, writing, reading)	Circle One:	Yes	No
Has your child been enrolled in an English Language Development Program?	Circle One:	Yes	No
If so, have they been reclassified?	Circle One:	Yes	No



Section 9: Expulsion Status			
Has your student ever been suspended from school?	Circle One:	Yes	No
Is this student currently under an Expulsion Order or been recommended for expulsion by a previous school?	Circle One:	Yes	No
Has he or she been reinstated from a previous expulsion?	Circle One:	Yes	No
If so, when and where?	Date	District	

Section 10: Legal Guardianship				
Who does the child currently live with?	Both parents	Dad Only	Mom Only	Legal Guardian
	Circle One:	Foster Parents	Ward of Court	Group Home
				Other
Are there any court orders involved in the custody of this student?	Yes	No		
Who has legal custody of the student?				
Does the child currently live with you?	Yes	No		
<i>Notice: By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a court order that indicates which parent has custody of the child/children. The school MUST HAVE A CURRENT COPY OF THE COURT ORDER on file.</i>				

Section 11: Parent Educational History			
Please check the highest level of education achieved by the parent with the most complete education.			
Completed Some High School		Two Year College/Associate Degree	
Graduated High School		General Education Diploma (GED)	
Vocational or Tech College		Four Year Degree (BA or BS)	
Attended Some College Classes		Graduate Degree (MA, MS, PhD)	

Section 12: Residence Status			
Where does your family currently live? (Check one)			
Single Family Residence (home, apartment)		In a foster care placement or group home	
Motel, Car, or Campsite		Shelter or transitional housing	
With more than one family in a house or apartment		Other (Please explain)	

Falsification of information on this form may be grounds for removal of student from the program.

Parent Signature:	Date:
Print Name:	



Section 13: Medical Authorization

Primary Care Doctor	Phone Number
Insurance Company	Policy Number

In the event of an illness or injury,

- *I hereby authorize school officials from Highland Academy Charter School on my behalf to obtain medical and/or emergency transportation and treatment.*
- *I understand that Highland Academy Charter School does not assume any financial responsibility for medical care or ambulance transportation in the event of an emergency.*
- *To help ensure the health and safety of my child, I agree that health information may be shared with appropriate school personnel.*
- *My signature acknowledges that I understand and agree with the consent information above and that the information provided is both complete and correct.*

Parent Signature	Date
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Section 14: Medical Emergency Information

Student Name	Birthdate (MM/DD/YYYY)
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Allergies – Is your child allergic to...

Medicine?	Yes	No	Details:
Insect Bites?	Yes	No	Details:
Food?	Yes	No	Details:
Other?	Yes	No	Details:

Birth Defects/Learning Disabilities

Birth Defect	Yes	No	Details:
Learning Disability	Yes	No	Details:

Blood

Hemophilia	Yes	No	Details:
Hepatitis	Yes	No	Details:
Other	Yes	No	Details:

Head

Headaches	Yes	No	Details:
Concussion/LOC	Yes	No	Details:
Dizziness/Fainting	Yes	No	Details:
Other	Yes	No	Details:

Diabetes

Diabetes	Yes	No	Details:
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Issues with Organs

Heart	Yes	No	Details:
Lungs	Yes	No	Details:
Kidneys	Yes	No	Details:
Stomach	Yes	No	Details:



Hearing			
Difficulty	Yes	No	Details:
Hearing Aids	Yes	No	Details:
Amplifiers	Yes	No	Details:
Other	Yes	No	Details:
Extremities			
Bones/Joints	Yes	No	Details:
Muscles	Yes	No	Details:
Missing Limbs	Yes	No	Details:
Other	Yes	No	Details:
Nervous System			
Seizures	Yes	No	Details:
Epilepsy	Yes	No	Details:
Spasms	Yes	No	Details:
Other	Yes	No	Details:
Vision			
Nearsighted	Yes	No	Details:
Farsighted	Yes	No	Details:
Glasses	Yes	No	Details:
Contacts	Yes	No	Details:
Other			
Surgery	Yes	No	Details:
Regular Meds	Yes	No	Details:
Sleep Issues	Yes	No	Details:
Anxiety/Depression	Yes	No	Details:
Assurances			
Any conditions that require attention or medication during the school day?	Explain:	<p>*Note: School personnel cannot administer any medication without doctor's orders. Please pick up an "Order For Administration of Medication During the School Day" form from the front office.</p>	
Any conditions that prevent participation in Physical Education?	Explain:		
		<p>Note: Highland Academy must have current doctor's orders on file for a student to be limited or excused from Physical Education activities.</p>	

Falsification of information on this form may be grounds for removal of student from the program.

Parent Signature:	Date:
Print Name:	

REQUIRED!



Section 16: Admission Practices (Information only)

Part 1 – Household Members

Names of ALL household members	For Minors – name of school they are enrolled in or N/A if they are not in school	Check here if a foster child.	Check if no income

Part 2 - Benefits

If any member of your household receives State SNAP, FDPIR, or State TANF Cash Assistance, provide the name and case number for the person who receives benefits. If no one receives these benefits, skip to part 3

Name:	Case Number:
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Part 3 – Total Household Gross Income

Name (List only Household members with income)	Earnings from work before deduction	Welfare, child support, alimony	Pension, retirement, Social Security, SSI, VA benefits	All other income
Example: Jane Smith	\$500/weekly	\$250/weekly	\$100/weekly	\$50/weekly

***Please note that information on this page is required for state reporting purposes only and does not in any way affect a student’s enrollment status.**

Sign here:	Date:
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Name:



Highland Academy Charter School Enrollment Application 2017-2018

Highland Academy is nonsectarian in its programs, admissions policies, employment practices, and all other operations, does not charge tuition, and does not discriminate against any student based on any of the characteristics listed in Education Code Section 220.

The Charter School admits all pupils who wish to attend the Charter School who reside in California. No test or assessment is administered to students prior to acceptance and enrollment into the Charter School.

The Charter School complies with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission, except in the case of a public random drawing, is not determined by the place of residence of the pupil or his or her parent or legal guardian within the state. Highland Academy expects families to understand and support the Charter School's mission, vision, and educational philosophy.

Application Process

Families must fill out the Highland Academy Application Form, which conforms to the law regarding nondiscrimination, to be considered for enrollment in Highland Academy.

Parents must commit to participate in Highland Academy's educational community as outlined in the handbook. Before admission, students are required to submit an enrollment packet, which includes the following:

- Student enrollment form
- Proof of minimum age requirements, e.g. birth certificate
- Proof of immunization
- Proof of emergency medical information form
- Home language survey
- Release of records
- Proof of address and other required legal enrollment documents

Lottery

Applications are accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. Following the open enrollment period each year, applications are counted to determine whether any grade level has received more applications than availability. If the amount of students who wish to attend Highland Academy exceed the enrollment limit, a public random drawing ("lottery") takes place to determine admission for the impacted grade level, with the exception of existing students, who are guaranteed admission in the following year. Highland Academy's Directors and other representatives draw the pupil names and verify the fair execution of lottery procedures. Highland Academy keeps a file documenting the fair execution of lottery procedures. Highland Academy conducts a separate lottery drawing for each grade level. Admission preferences in the case of a public random drawing are given to the following students in the following order:

1. Siblings of enrolled students (exempt)
2. Children of employees (exempt)
3. Residents of California

Lottery Process Communication

Highland Academy typically designates an application deadline of March 31, and only applications received prior to the deadline are considered for the public random drawing. Public random drawing rules, deadlines, dates and times are communicated in the application form and on the Charter School's website. Public notice is posted in a public location and the Highland Academy school website regarding the date and time of the public drawing once the deadline date has passed. The Charter School also informs parents of all applicants and all interested parties of the rules to be followed during the public random drawing process via mail or email at least two weeks prior to the lottery date.

The lottery is conducted on a Saturday afternoon or weekday evening so that all interested parties can attend. A parent/ guardian or an authorized representative is not required to be present at the time of the Lottery.

Waiting List Development, Communication, Record Keeping

In reference to the development of the waiting list, the lottery is conducted so that all names have an equal opportunity to be pulled. Any applications received after the lottery is placed at the bottom of the waiting list.

Each year, maintenance of the waiting list is conducted. Each family on the waiting list is contacted via phone or email and asked to confirm that they wish to remain on the waiting list. Each family has 2-3 business days to respond. At the end of the 2-3 business days, those families not responding are removed from the waiting list.