

2019-2020

HIGHLAND ACADEMY

CHARTER SCHOOL

Enrollment Application



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

- | | | | | |
|--|--|---|---|---|
| <p>1 <u>Copy of Birth Certificate</u>
(Full page, not an abstract of birth)</p> | <p>2 <u>Proof of Residency:</u>
Current utility bill with current address</p> | <p>3 <u>Immunization Records:</u> Must include current records of all required shots, including Tdap</p> | <p>4 <u>Transcripts or grades from previous school</u></p> | <p>5 <u>A copy of the student's EMT/SST, 504 or IEP</u>
(only if applicable)</p> |
|--|--|---|---|---|

Office Use Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Notes:			Staff Initials:	

Section 1: Student Demographic Information

Last Name		First Name			Middle
Gender	Legal Gender	Age	Birthdate (MM/DD/YYYY)	Year Entered Kindergarten (YYYY)	Grade level for 2019/2020
Name of Student's Previous School (Most Recent)				Phone Number	
School Mailing Address			City	State	Zip

Section 2: Mailing Address

Mailing Address			Do you reside within the boundaries of Beaumont USD? <input type="checkbox"/> Yes <input type="checkbox"/> No		
City		State		Zip	

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

Physical Address					
City		State		Zip	

Section 4: Parent/Guardian 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)	

*Highland Academy sends the majority of its communications home via email.



Section 5: Sibling Information			
Is the student the sibling of a <u>currently enrolled</u> student of Highland Academy?	No	Yes*	*If yes, please list the student(s) below
			Name _____ Grade _____
			Name _____ Grade _____
			Name _____ Grade _____

Section 6: Emergency Contact Information		
Name _____	Relationship _____	Phone Number _____
Name _____	Relationship _____	Phone Number _____
Name _____	Relationship _____	Phone Number _____

Section 7: Education Programs			
(Check any that apply)			
EMT/SST			
504 Plan		504 Date _____	*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.
*IEP		*IEP Date _____	
ELD (English Learner)		EL Level _____	
Speech and/or hearing			

Section 8: 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 9: 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 10: 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 11: 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?				
Who has educational rights?				
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 (custody and educational) 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 12: 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)		

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Section 13: 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 14: Medical Authorization

Primary Care Doctor	Phone Number
Insurance Company	Policy Number

In the event of 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 15: Medical Emergency Information

Student Name	Birthdate (MM/DD/YYYY)
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Medication – Does the student take any *regular* medication...

At Home?	Yes	No	Details:
At School?*	Yes	No	Details:

*Note – School personnel cannot administer any medication without current doctor's orders. Please pickup an "Order For Administration of Medication During the School Day" form from the front office.

Allergies – Is the student 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/Migraines	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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2019-2020

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Issues with Organs			
Heart	Yes	No	Details:
Lungs	Yes	No	Details:
Kidneys	Yes	No	Details:
Stomach	Yes	No	Details:
Other	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:
Sleep Issues	Yes	No	Details:
Anxiety	Yes	No	Details:
Depression	Yes	No	Details:
Any medical condition or diagnosis that requires attention during the school day?			
	Yes	No	Details:
Any conditions that prevent participation in Physical Education?*			
	Yes	No	Details:
*Note: Highland Academy must have current doctor's orders on file for a student to be limited or excused from Physical Education activities.			

Parent Signature:	Date:
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Print Name:

2019-2020

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Free or Reduced Lunch Income Eligibility Form

*****REQUIRED*****

Dear Parent/Guardian,

For the purposes of state reporting and determining eligibility for free or reduced lunch, please complete the required information below.

Student Last Name:	Student First Name:
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Household size	Category 1 Household Income					Household size	Category 2 Household Income				
	Year	Month	Twice Per Month	Every Two Weeks	Week		Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 15,782	\$ 1,316	\$ 658	\$ 607	\$ 304	1	\$ 22,459	\$ 1,872	\$ 936	\$ 864	\$ 432
2	21,398	1,784	892	823	412	2	30,451	2,538	1,269	1,172	586
3	27,014	2,252	1,126	1,039	520	3	38,443	3,204	1,602	1,479	740
4	32,630	2,720	1,360	1,255	628	4	46,435	3,870	1,935	1,786	893
5	38,246	3,188	1,594	1,471	736	5	54,427	4,536	2,268	2,094	1,047
6	43,862	3,656	1,828	1,687	844	6	62,419	5,202	2,601	2,401	1,201
7	49,478	4,124	2,062	1,903	952	7	70,411	5,868	2,934	2,709	1,355
8	55,094	4,592	2,296	2,119	1,060	8	78,403	6,534	3,267	3,016	1,508

Based on what you have determined above, check one of the following boxes:
Our Total Household Income falls within: Category 1 Category 2 Neither Category

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

 Signature of adult household member completing this form

 Date

 Printed name of adult household member completing this form



Important Information – Please Review Carefully!

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. 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 Application
- Medical Authorization and Emergency Information
- Free or Reduced Lunch Income Eligibility Form
- Birth Certificate
- Proof of Residency
- Immunization Records
- Transcripts or grades from Previous School
- EMT/SST, 504 Plan, or IEP (if applicable)

Lottery

The public random lottery will be held on April 3, 2019 at 6:00 pm in the Multi-Purpose room on the Highland Academy campus.

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. Per the school's charter, admission preferences in the case of a public random drawing are given to the following students in the following order:

1. Siblings of currently enrolled students
2. Children of employees
3. Residents of Beaumont USD
4. Residents of California outside Beaumont USD

Lottery Process Communication

Highland Academy has designated an open enrollment application deadline of March 22, 2019 at 3:00 pm, and only applications received prior to the deadline are eligible for the public random lottery.

Public random lottery 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 at a time when as many interested parties as possible 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 open enrollment application deadline of March 22, 2019 at 3:00 pm are placed at the bottom of the waiting list and will not be part of the lottery.

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 24 hours to respond. At the end of 24 hours, those families not responding are removed from the waiting list.

TK and Kindergarten Age Requirements

Per California Law, to enroll your child in Kindergarten, your child needs to be 5 years of age on or before September 1 of the year for which they are applying.

To be eligible for Transitional Kindergarten, students must be 5 years old between September 2 and December 2 of the year for which they are applying.