

# Registration and Withdrawal

## Information/Documents Required for Enrollment

All information requested must be provided before enrollment is processed. Missing information may delay your student's enrollment start date. Parents should bring the following documents to the local school in their attendance area.

If you are not sure which school to attend, call the District Office at(623) 842-8100.

### **1. Verification of residency-**

Parents or legal guardians of a new student must present one of the following verification of address as proof of address in the School's attendance area.

- Lease/Rental Contract or Agreement listing occupants of residence with current month/date.
- Escrow/Mortgage Documents listing parents/guardian, address, and date.
- Utility bill listing name and address of parent/guardian with account and current address
- License indicating a D.E.S. home facility.
- Notarized Document showing address, home phone number with documentation. The document should be an official document supplied by the court, a notary, or the school district.

### **2. Health Records-**

If immunization records are not produced at the time of registration, State law prohibits the student from entering school until the information is physically provided to the School.

- AZ Lifetime Immunization Record Booklet
- Out of State Lifetime Immunization Record Booklet
- School Records
- Doctor/Hospital Records

### **3. A.R.S. 15-828-**

State laws now require the Parents/Legal Guardians of the child you are registering to provide one of the following items to the school:

- Birth Certificate,
- Baptismal Record,
- Certificate of Educational Convenience,
- D.E.S. or Court Papers assigning custody.

#### **4. Withdrawal form from the last school attended**

#### **5. Custody Papers-**

Divorced, Separated, or other legal guardians are responsible for providing us with the necessary legal custody papers. Powers of Attorney need to be notarized and submitted to the schools office every 6 months.

Help us to protect your child by submitting the appropriate documentation.

For admission to kindergarten, children must be five years of age prior to September 1 of the current school year. Children who have reached age six prior to September 1 may be assigned to first grade. Children registering after 8:15 a.m. may be asked to start school the following morning. This avoids disrupting classes, allows the teacher to prepare a place for your child, and gives your child a chance to get settled before class begins.

#### **Immunization Requirements**

Immunizations required for students attending school are dependent on their grade level.

##### **For students entering 6th grades:**

- Four Diphtheria/Tetanus Pertussis (DPT) or Diphtheria/Tetanus Acellular Pertussis (DTAP) or Diphtheria/ with the fourth one given after age 4.
- Three Polio vaccinations (PV) with the third one given after age 4.
- One measles, mumps and rubella (MMR) after age 1.

##### **For students entering kindergarten, 1st, 2nd, 3rd, 4th, 5th, 7th and 8th grades:**

- Four Diphtheria/Tetanus Pertussis (DPT) or Diphtheria/Tetanus Acellular Pertussis (DTAP) or Diphtheria/ with the fourth one given after age 4.
- Three Polio vaccinations (PV) with the third one given after age 4.
- Two measles, mumps and rubella (MMR) after age 1.
- Three Hepatitis B with the third one given after six months of age.

You are strongly urged to make an appointment with your child's primary care provider or attend a public clinic. Both doctors' offices and public clinics are very busy close to the opening of school. By getting the needed immunizations now you can avoid the long lines and delayed appointments everyone experiences in July and August. If you need to find a free immunization clinic, please call Community Information and Referral at (602) 263-8856. Take your child's immunization record with you when obtaining needed immunizations.

#### **Student Transfers**

asionally, it may be in a child's best interest to transfer to another school outside the student's assigned neighborhood attendance area. The transfer may be made if the accepting school has sufficient space, facilities, staff, and other re-sources, and if the principals at both schools approve the transfer request. Transfer Request Forms can be obtained from your local school office. Because the district does not provide transportation outside established attendance areas (except for special education and magnet school students), parents or guardians are responsible for arranging transportation for transferred students.

### **Student Withdrawals**

If you must withdraw your child from school, please visit the school office at least 24 hours ahead of time to fill out a withdrawal form. All school materials, such as library books or textbooks, must be returned before withdrawal is complete.

### **Confidentiality of Records**

Your child's educational records are considered confidential, except for directory information such as name, address, date of birth, etc. A child's parent, guardian, or designated representative may review the student's educational records and obtain a copy (for a nominal fee), according to the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act affords parents certain rights with respect to the student's education records (a list of these rights can be obtained by contacting the superintendent's office at 623-842-8135). To review your child's records, make an appointment through your child's principal.

School district personnel and other individuals (designated by law) may also review the files on a "need to know" basis. Other than these, no one may review your child's file without your consent. For the safety of your child, staff will be made aware of student health problems.

Special education records are automatically destroyed five years after a student leaves a special education program or moves from the district. You have a right to review these records before destruction. For information on procedures, please contact Special Services at (623) 842-8148.

If your child's record contains information that you think is inaccurate, misleading, or violates your child's rights, you may request that the information be removed or corrected. If there is disagreement about any information in the record, you may submit a letter detailing the case and request a hearing. You may also file a complaint with the U.S. Department of Education in Washington, D.C. if you believe the school is violating public policies and statutes. The district Policy Manual contains more detailed information on this matter.