

Registration Packet Documents Required

1. Registration forms
2. Certified Copy Birth Certificate
 - Other reliable proof of identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records, and an affidavit explaining the inability to provide a copy of the birth certificate; or a letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.
3. Proof of Residency (must be the same as address on Registration packet including a copy of establishing document page 7 & 8)
4. Parent/Guardian Identification
5. Custody/Guardianship Paperwork (if applicable)
6. Withdrawal Form from Previous School (If transferring from another Arizona school)

Registration Packet Documents Needed

(These documents are necessary to ensure your child receives proper services once he/she is admitted to the school. These documents are not required for consideration of enrollment of your child.)

1. Immunization Record
2. Report Card from Previous School (most recent)
3. Attendance from Previous School

Grade

☐ K ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th

Student First Name

Student Last Name

For Office Use Only:

Reviewed By & Date: _____ PTAA #: _____ SAIS #: _____

STUDENT INFORMATION

Student Name: First _____ Middle _____ Last _____

Date of Birth: ____/____/____ Place of Birth _____ Country of Birth _____

☐ Female ☐ Male Child's Age: _____ Home Phone Number: _____

Student's Home Address: _____

City _____ State _____ Zip Code _____

Was the child previously enrolled at a PTAA School? ☐ Yes ☐ No If yes, when _____

Present Grade: _____ Present School: _____ School District: _____

Has student ever been on Special Education? ☐ No ☐ Yes Enrollment decisions not based on a student's disability, and cannot limit the number of students receiving special education services.

Does the student have a 504 plan? ☐ No ☐ Yes Enrollment decisions not based on your answer. Intended to provide continuity of services.

Has the student ever been expelled? ☐ No ☐ Yes Is the student in the process of being expelled? ☐ No ☐ Yes

If yes, please explain: _____

STUDENT ETHNIC INFORMATION: Please answer **BOTH PART A & B**. Admission not limited based on your answer.

Part A: Is this student Hispanic/Latino? (Choose Only One)

- ☐ Yes, Hispanic/Latino (A person who is Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race)
- ☐ No, not Hispanic/Latino

Part B: What is the student's race?

- ☐ American Indian or Alaskan Indian ☐ Native Hawaiian or other Pacific Islander
- ☐ Asian ☐ Black or African American ☐ White

Do you have any other Children presently attending a PTAA School?

Name: _____ Grade ____ Name: _____ Grade ____ Name: _____ Grade ____

Is the student a dependent of a member of the United States military service (Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard) on active Duty?

☐ Yes ☐ No ☐ Wish to not disclose Information.

Is the student a dependent of a full time member of the National Guard?

☐ Yes ☐ No ☐ Wish to not disclose Information.

Parent Signature

Date

PARENT/GUARDIAN INFORMATION

PARENT INFORMATION: MUST BE LEGAL GUARDIANS – ALL OTHERS SHOULD BE LISTED AS EMERGENCY CONTACT(S).

Parent(s) Marital Status ☐ Single ☐ Married ☐ Separated ☐ Divorced Child lives with _____

If separated or divorced, does the father/mother have permission to sign the child out of school? ☐ Yes ☐ No

Deceased Parent? ☐ Yes ☐ No If yes, who? _____

Mother: _____ Email Address: _____
Print Full Name

Home Address _____ City _____ State _____ Zip Code _____

Phone Numbers: Home (____) _____ Cell (____) _____ Work (____) _____

Parent Signature Date

Father: _____ Email Address: _____
Print Full Name

Home Address _____ City _____ State _____ Zip Code _____

Phone Numbers: Home (____) _____ Cell (____) _____ Work (____) _____

Parent Signature Date

(A.R.S. § 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. The documentation required by A.R.S. § 15-802(B) must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule).

*** If the custodial or guardianship has changed, please complete the below and provide signed court documents. ***

APPOINTED GUARDIAN INFORMATION: MUST BE APPOINTED GUARDIANS – ALL OTHERS SHOULD BE LISTED AS EMERGENCY CONTACT(S).

Guardian #1: _____ Email Address: _____
Print Full Name

Home Address _____ City _____ State _____ Zip Code _____

Phone Numbers: Home (____) _____ Cell (____) _____ Work (____) _____

Guardian Signature Date

Guardian #2: _____ Email Address: _____
Print Full Name

Home Address _____ City _____ State _____ Zip Code _____

Phone Numbers: Home (____) _____ Cell (____) _____ Work (____) _____

Guardian Signature Date

EMERGENCY CONTACTS

Please list the people who are authorized to pick up your child: All people picking up students MUST bring picture I.D.
(person authorized to pick up child must be 18 years old) we do not release students after 2:45 without a doctor's note.)

Name _____

Home (____) _____

Relationship to the student _____

Work (____) _____

Cell (____) _____

Name _____

Home (____) _____

Relationship to the student _____

Work (____) _____

Cell (____) _____

Name _____

Home (____) _____

Relationship to the student _____

Work (____) _____

Cell (____) _____

MAY NOT PICK UP STUDENT

Please list the people who are NOT authorized to pick up your child.

Name _____

Name _____

Name _____

TRANSPORTATION

Please indicate how your child will arrive to and be picked up from school:

- ☐ Personal Transportation () parent/guardian
- ☐ Public Transportation () supervised () unsupervised
- ☐ Walking () supervised () unsupervised

☐ Carpool-with whom? _____ please provide phone number (____) _____

☐ Other _____

Parent/Guardian Signature

Date

HEALTH INFORMATION

Student Name: _____ Parent/Guardian: _____ Grade: _____
Print Full Name Print Full Name

Is there any additional information we should know about your family? _____

Does your child have any allergies or medical conditions? (circle) Yes / No

If Yes, please list: _____

Does your child have any food allergies? (circle) Yes / No

If Yes, please list: _____

Does your child take any medications? (circle) Yes / No

If Yes, please list: _____

All medications must be kept with and administered by the school nurse with a parental note or written doctor's orders. NO child will be allowed to carry or administer his/her own medication.

Doctor: _____

Phone: _____

Address: _____

Preferred Hospital: _____

PERMISSION TO USE STUDENT PHOTOGRAPHS

PTAA School has my permission to use photographs of the above-named student for marketing purpose. Such photographs may appear in newspapers, magazines, brochures, slide shows, or other publicity materials without any compensation.

- ☐ YES, my child can be photographed.
- ☐ NO, my child may not be photographed.

Parent/Guardian Signature

Date

STUDENT RESIDENCY QUESTIONNAIRE (McKinney-Vento)

Student Name _____ ☐ Male ☐ Female Date of Birth _____ Current Grade _____

Address _____ City _____ Zip _____ Phone Number _____

Parent/Guardian/Adult Caring for Student _____ Relationship _____

Disclaimer: This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435, which is also known as Title X, Part C of the No Child Left Behind Act. The answers to the questions below assist in determining eligibility criteria for services under the McKinney Vento Act. It is illegal to knowingly make false statements on this form

1. ☐ Yes ☐ No Is the student's address a temporary living arrangement?

If you answered NO, please STOP HERE and sign at item 6.

It is essential this completed form is returned to school personnel. If you answered YES, please complete the remainder of this form.

2. ☐ Yes ☐ No Is the temporary living arrangement due to loss of housing or economic hardship?

3. Where is the student currently living? (Check all that apply)

- ☐ In an emergency/transitional shelter. Please provide shelter name: _____
- ☐ In a hotel/motel. Please provide hotel/motel name: _____
- ☐ Temporarily with another family because we cannot afford or find affordable housing.
- ☐ In a place not designed for ordinary sleeping accommodations such as a car, park or campground
- ☐ Other location not appropriate for people (e.g., abandoned building) Specific information: _____
- ☐ With an adult that is not a parent or legal guardian, or alone without an adult.

4. ☐ Yes ☐ No Migrant - Have you moved at any time during the past three (3) years to seek temporary or seasonal work in agriculture (including poultry processing, dairy, nursery, and timber) or fishing?

5. ☐ Yes ☐ No Does your child have siblings (brothers or sisters)? Note: Use back of page if more space is needed.

Name _____ School _____ Grade _____ DOB _____

Name _____ School _____ Grade _____ DOB _____

Name _____ School _____ Grade _____ DOB _____

6. The undersigned certifies that the information provided above is accurate. (Parent/Guardian/Adult Caring for Student)

Parent/Guardian Print

Parent/Guardian Signature

Date

NOTE: If any of the above information, changes during this school year please contact the school immediately.



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

Student _____ School _____

School District or Charter Holder _____

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 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
- _____ Valid Arizona Address Confidentiality Program authorization card
- _____ 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 (506 Form) or other identification issued by a recognized Indian tribe in Arizona
- _____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
- _____ Temporary on-base billeting facility (for military families)

_____ 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. Armed service members may utilize a temporary on-base billeting facility as the address for proof of residency.



State of Arizona Affidavit of Shared Residence

Student Name: _____

Parent/Legal Guardian Name: _____

School Name: _____

School District or Charter Holder: _____

Name of Arizona Resident: _____

I, (resident name) _____ swear or affirm that I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described as follows:

Persons who reside with me: _____

Location of my residence: _____

I submit in support of this attestation a copy of the following document that displays my name and current residence address or physical description of my property:

- _____ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- _____ Valid Arizona Address Confidentiality Program authorization card
- _____ 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 (506 Form) or other identification issued by a recognized Indian tribe in Arizona
- _____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

Printed Name of Affiant: _____

Signature of Affiant: _____



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)

Office of English Language Acquisition Services
1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-0753 • www.azed.gov/oelas

REQUEST FOR RECORDS

Student Name: _____ DOB _____ Grade _____

PREVIOUS SCHOOL INFORMATION

School Name _____

Address _____

City/State/AZ _____

Phone Number _____

Fax Number _____

For Office Use Only:

Requested Information:

- ☐ Withdrawal Form (Unique ID# and school CTDS# should be included if last school attended is in Arizona)
- ☐ Report Cards/All previous school records
- ☐ Immunization Record
- ☐ Birth Certificate
- ☐ Withdrawal Grades
- ☐ State Testing Data and Results
- ☐ Legal Guardianship or Custody Papers
- ☐ Current IEP, 504 Plan, Psych Evaluation and any other SPED Records
- ☐ ELL Testing and Results
- ☐ Discipline Records with details

PLEASE SEND ALL RECORDS, INCLUDING SPECIAL EDUCATION RECORDS TO:

Attn: Registrar

Fax 602-323-5526

☐ Date of 1st Request _____ ☐ Date of 2nd Request _____ ☐ Date of 3rd Request _____

Date Received _____ Date Reviewed _____ Reviewer _____