

Dear Applicant:

Thank you for your interest in Sonoran Desert School. Sonoran Desert School prides itself in offering an excellent college preparation for grades 5-12. Our school environment is one of enrichment and state of the art technology. At Sonoran Desert School, students take an active role in the learning process.

If you are looking for a school that offers a rigorous curriculum, small class sizes, a safe environment, and most of all a setting in which students are continuously engaged in the learning process, then you have found your educational home at Sonoran Desert School.

Enrollment Process:

❶ Please fill out the enclosed forms to complete admission to Sonoran Desert School:

- Student Information Form
- Acceptable Use Policy
- Transfer Authorization (Complete student name, DOB, parent signature and date)
- Arizona Residency Documentation Form
- Directory Release Form
- Residency Questionnaire
- Home Language Survey (PHLOTE)

❷ In addition, please provide copies of the following documents:

- Photocopy of Immunization Records from previous school attended
- Withdrawal Form from previous school attended
- Unofficial transcript from previous school attended
- Photocopy of Birth Certificate (or other reliable proof of the student's identity and age, including the pupil'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 certifying that the student has been placed in the custody of the agency as prescribed by law. Proof of a student's age and identity is not required for homeless students.)
- Proof of Residency (please see AZ Residency Form for requirements)

❸ Mail, fax or email all documents to address, fax or email listed below.

On behalf of our entire staff, welcome to Sonoran Desert School! We look forward to getting to know you and assisting with your educational goals.

Sincerely,

Shawn Dalman
Administrator

Student Information Form



School Year: 2018-2019

Student's Legal Name (First, Middle, Last):		
Mailing Address:	Gender:	
City, State, & Zip Code:	Date of Birth:	
Student's Email:	State of Birth:	Grade

Primary Parent/Guardian:	Home Phone:
Address:	Cell Phone:
City, State, & Zip Code:	Daytime Phone Number:
Employer:	Parent Email address:
Occupation:	Relationship to student:
Work Phone:	Does the student live with you?

Parent/Guardian:	Home Phone:
Address:	Cell Phone:
City, State, & Zip Code:	Daytime Phone Number:
Employer:	Parent Email address:
Occupation:	Relationship to student:
Work Phone:	Does the student live with you?

Last School Attended:		Has student ever been expelled? (If yes, please give reason and date of occurrence):
Address:		
City:		
State:	Zip:	
Other schools attended:		Has student ever qualified for Special Education? If so, what year and specify what school.

If my child needs to leave school and I am unavailable, I authorize the following persons to take temporary custody and responsibility for my child:	
Emergency Contact (other than parent):	Emergency Contact (other than parent):
Relationship:	Relationship:
Daytime Phone Number:	Daytime Phone Number:

Physician Name or Facility: Phone Number:	Medical Alert: (list any medications that student is allergic to)
Health Problems?	<input type="checkbox"/> I authorize SDS to give acetaminophen (e.g., Tylenol) to my child when needed. _____
Is your child on daily medication?	Parent Signature

What is the primary language used in the home regardless of the language spoken by the student? <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____	How did you hear about our school? <input type="checkbox"/> Friend: _____ <input type="checkbox"/> Advertising: _____ <input type="checkbox"/> Sonoran Desert School website
What is the language most often spoken by the student? <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____	Is the student Hispanic/Latino of any race? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the language that the student first acquired? <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____	Ethnicity: <input type="checkbox"/> Asian <input type="checkbox"/> Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Black <input type="checkbox"/> White

For returning students only:	
I confirm that my address is the same as last year when I registered my child? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
_____	_____
Parent Signature	Date

As a student, by signing below I agree to follow the discipline policies and procedures as set forth in the SDS Student Handbook. As a parent, by signing below I agree to support the discipline policies as set forth in the SDS Student Handbook, and understand that I am financially responsible for any medical, dental, ambulance, or other health care expenses for my child. By signing below the student and parent certify that all of the information is accurate on this student information form and understand that any information that is incorrect could jeopardize the student's enrollment at Sonoran Desert School.	
Student Signature:	Parent/Guardian Signature:
Date:	Date:

Acceptable Use Policy for Sonoran Desert School

Computers will be used to support learning and enhance instruction. Computer networks allow people to interact with many computers. It is a general policy that all connections to the Internet by students are subject to the Sonoran Desert Schools Acceptable Use Policy. These connections to the Internet are to be used in a responsible, efficient, ethical and legal manner, and such use must be in support of education and research consistent with the educational objectives of the Arizona Academic Skills.

Access to the Internet is a privilege for students; it is not a right. Failure to adhere to the Acceptable Use Policy and the guidelines for the use of the Internet, as described below, will result in the revocation of access privileges and may result in other actions.

SDS assumes no responsibility for unauthorized charges made by students, or for any illegal use of its computers, such as copyright violations.

Security:

- Students should never reveal their name, address, or phone number on the internet
- Students should never meet people they have contacted through the Internet
- Students should inform a teacher if they obtain information or messages that are dangerous, inappropriate or make them uncomfortable in any way

Acceptable Use Policy rules and regulations:

- Access to the Internet is free to actively enrolled students with a student ID number.
- Access to the Internet is a privilege, not a right.

Acceptable uses of the Internet include:

- To research assigned classroom projects
- To explore other computer systems
- Each of these activities must be in support of goals and objectives that are consistent with the educational objectives of the Arizona Academic Skills

Unacceptable uses of the Internet include:

- Violating any State and/or Federal Law (i.e., copyright laws)
- Violating the Arizona Education Code
- Violating the Arizona Education Code dealing with students' rights to privacy
- Using profanity, obscenity, or other language that may be offensive to other users
- Making personal attacks on other people, organizations, religions or ethnicities
- Harassing another person (i.e., using the Internet in a manner that bothers another person and not stopping when asked to do so by the other person)
- Sending or posting false or defamatory information about a person, group or organization which might injure the reputation of that person, group or organization
- Not respecting the privacy of a person by posting personal contact information, such as work address, work telephone, home address, home telephone, e-mail address, photographs, or names without getting prior permission of the people affected.
- Forwarding personal communication without the author's prior consent.

Acceptable Use Policy for Sonoran Desert School (continued)

Unacceptable uses of the Internet continued:

- Copying commercial software in violation of copyright laws.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Attempting unauthorized access to any other computer system, including attempting to log in through another person's account, trying to access another person's files, attempting to disrupt any computer system performance, or destroying data on any computer system.
- Using the Internet for political and religious lobbying.
- Unauthorized access to chat rooms.
- Using the Internet to view inappropriate websites such as drug-related, weapons, nudity, or time wasting.
- Cyberbullying which includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

By signing on to the Internet at Sonoran Desert School, you acknowledge that you:

- Understand the rules and regulations of the Acceptable Use Policy.
- Understand that the school reserves the right to discipline a student for actions taken off-campus if they are intended to have an effect on another student or they adversely affect the safety and well-being of a student while in school.
- Realize that, if the rules are violated, your student account will be cancelled.
- Understand there will be no second chances.

Student Signature and Parental Consent Form

I have read the Sonoran Desert School Acceptable Use Policy and understand its contents and will abide by them.

Student Name: _____

Student Signature: _____ Date: _____

Parental Consent

I have read the Sonoran Desert School Acceptable Use Policy and understand its contents. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I know that Sonoran Desert School does not control the content of these Internet networks. When using the Internet, I realize that students may read material that I might consider controversial or offensive. Sonoran Desert School has my permission to give an Internet account to my child. I understand that my child may keep this account as long as the procedures described in the Acceptable Use policy are followed.

Parent Signature: _____ Date: _____



SONORAN DESERT SCHOOL

FAX

To: Registrar	From: Registrar/Patricia Dalman
Fax:	Pages: 1
Phone:	Date:
Re: Request of Student Records	CC:

Please fax to 480-396-4980 or email Patricia Dalman at pdalman@sdschool.org

- Unofficial Transcript (or) Grades for 5-8
- Official Transcript
- Withdrawal Form
- Discipline Records
- Immunization Records
- Copy of Birth Certificate
- Assessment Scores
- All Special Education Records/Psychological records (if applicable)

I understand that I have the right to inspect, copy, or to challenge the contents of the records prior to the records being forwarded.

Student Name: _____ DOB: _____

Parent/Guardian Signature: _____ Date: _____

PLEASE DO NOT SEND CUMULATIVE FOLDER—IT WILL BE RETURNED.

Thank you!

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

Directions:

Please complete this form, and include a copy of one of the documents listed below for verification of Arizona residency:

Student: _____

Parent/Legal Guardian: _____

School: Sonoran Desert School School District: Sonoran Desert School

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 U.S. passport

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

Student Directory Information Release Form

During the school year, school district or charter school staff members may compile non-confidential student directory information specified below.

According to state and federal law the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the district governing board or charter school governing body permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the district or charter operator is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing that the school not release the student's information without your prior signed and dated written consent. *If you do not object to the release of any and all of the below-designated information in writing, then the district/charter operator must provide military recruiters, upon request, directory information containing the student's names, addresses, and telephone listings.*

If you **do not** want any or all of the below-designated information about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District/charter in writing by checking off any or all of the rejected information, signing the form at the bottom of this page, and returning it to the Principal, within two (2) weeks of receiving this form, or October 31, whichever occurs first. If the school district or charter school does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given* to release your son/daughter's designated directory information.

TO: Principal

I **do not** want any or all the information I have indicated below concerning (student's name)
_____ designated as directory information and released to any person or organization without my prior written consent:

- Name
- Telephone Listing
- Date and place of birth
- Dates of attendance
- Honors and awards received
- Enrollment status (e.g. part time or full time)
- Address
- Electronic mail address
- Photograph
- Grade level
- Participation in officially recognized activities/sports
- Weight and height (members of athletic teams)
- Most recent educational agency or institution attended
- Major field of study

Parent/Guardian Signature

Date

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11432. The answers to this residency information help determine the services the student may be eligible to receive.

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Print Enrolling Student's Name

Age

Student's Date of Birth

Question 1	Is your current address a temporary living arrangement? <input type="checkbox"/> Yes <input type="checkbox"/> No

Question 2	Is this temporary living arrangement due to loss of housing or economic hardship? <input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered **YES** to the above questions, please complete the remainder of this form. If you answered NO, you may stop here.

Complete only if you answered YES to the above questions	<p>Where is the student presently living (check one box)</p> <ul style="list-style-type: none"> <input type="checkbox"/> In a motel <input type="checkbox"/> In a shelter <input type="checkbox"/> With more than one family in a house or apartment <input type="checkbox"/> Moving from place to place <input type="checkbox"/> In a place not designed for ordinary sleeping accommodations (ex: car, park or campsite)
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<i>Print Name of Parent/Legal Guardian</i>	<i>Signature of Parent/Legal Guardian</i>	<i>Date</i>

Address

City and Zip code

Phone #

<p><i>School Use Only:</i></p>	<p><input type="checkbox"/> <i>If Q1-Q2 are YES (forward to HCY Liaison)</i></p>	<p><input type="checkbox"/> <i>If Q1-Q2 are NO (place in student file)</i></p>
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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 _____ 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 indicate the student's home or primary language.