

NORTHLAND PREPARATORY ACADEMY



3300 E Sparrow Ave, Flagstaff, AZ 86004

928.214.8776 - telephone 928.214.8778 - fax

New Student Application Packet

Grade in 2020-21 School Year _____

Rec'd by:	Receipt #	Date:	Sheet(Int)	PL
				<input type="checkbox"/>

Student Information

Last Name	First Name	Middle Name	Birthdate (mm/dd/yyyy)	Gender ___ Male ___ Female
Street	City	State	Zip	Place of Birth
Student e-mail	Student mobile number	AZ SAIS/AZEDS ID (if known)		
Names and Grades of any siblings currently enrolled at NPA or also applying to NPA for 2020-21 (if you want sibling(s) to have preference in lottery)				

Parent/Guardian Contact #1 Information

Name	Relationship
Address	
City	State Zip
Primary Telephone	
Work Telephone	
Other Telephone	
Parent e-mail	

Parent/Guardian Contact #2 Information

Name	Relationship
Address	
City	State Zip
Primary Telephone	
Work Telephone	
Other Telephone	
Parent e-mail	

Legal Custody Status (Please check one and supply documentaion where required)

- ___ Both parents/guardians are listed on birth certificate and have equal and joint custody
- ___ One or both parents/guardians has/have legal guardianship (documentation must be provided.)
- ___ One parent/guardian has sole or primary authority for educational decisions (documentation must be provided.)

The following people may sign my child out of school:

Emergency Contact #1

Name	Relationship
Primary Telephone	
Work Telephone	
Other Telephone	

Emergency Contact #2

Name	Relationship
Primary Telephone	
Work Telephone	
Other Telephone	

Please list any additional people who have permission to sign your child out of school:

Name	Relationship
Name	Relationship

Name	Relationship
Name	Relationship

The following people may NOT sign my child out of school:

COMPLETED APPLICATION PACKET DUE TO NPA BY 4:00 PM, FRIDAY, 1-10 WITHOUT EXCEPTION

Please answer the following regarding language use:

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?	

Ethnicity/Race: Please answer both questions

1. Is your child Hispanic? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Indicate Race(s): <input type="checkbox"/> Asian <input type="checkbox"/> Native American <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hawaiian or Pacific Islander <input type="checkbox"/> Other
American Indian Tribal Affiliation (name of tribe, if applicable)

Student Educational History

Name of current school (2019-20 School Year)	School address (if not in Flagstaff)
School Telephone (if not in Flagstaff)	City State Zip

Has student ever been expelled? (circle) **Yes No**

Medical Conditions/Emergency Treatment:

Please list any medical conditions which may require special attention or awareness on the part of the school. I hereby give authority to any hospital or medical staff to render immediate aid and/or treatment as might be required for my child's health and safety. My signature on this application indicates that I understand that I am responsible for the expense of such aid and/or treatment.

Condition(s)- attach additional information if needed	Physician Name
	Physician Telephone

Please check all that apply to the STUDENT:

in foster care has a parent/guardian in the military student is a single parent

Legal/Release Information and Acknowledgements:

I/we understand that NPA has no control over persons picking up my/our child after school hours. I/we also understand that unless NPA has court documents on hand showing the revocation of parental rights or primacy of one parent's rights over the other, either of a student's parents on the student's birth certificate may withdraw the student from the school, decline the opportunity for enrollment off the wait list, or sign the student out & pick the student up without additional consent during school hours.

Northland Preparatory Academy will maintain a safe and supportive learning environment free of unlawful discrimination and ensure that students are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity of Northland Preparatory Academy on the basis of race, color, national origin, sex, gender, or disability. (NPA Policy Manual, Section JB)

In signing this application, student and parents acknowledge that the above information is true and correct. Both the parents and student agree to abide by the rules, attendance policy, dress code and disciplinary policy of the school as outlined in the school handbook, along with any modifications made during the course of the school year. The discipline policy includes a zero tolerance for drugs, alcohol, weapons and tobacco/nicotine use. NPA is a closed campus; once having arrived, students may leave campus only for authorized activities and must be signed out through permission of a parent or guardian.

Parent/Legal Guardian Printed Name Signature Date

Student Printed Name Signature Date



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 _____ 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 indicate the student's home or primary language. (Revised 01-2019)

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Northland Preparatory Academy

Title: STUDENT ACCEPTABLE USE OF THE NPA NETWORK

Submitted to Governing Board: 26 September, 2005

This policy sets forth the standards governing Northland Preparatory Academy (“NPA”) students’ use of the NPA network as well as the Student BYOD network. This policy also sets forth the rules under which student authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the NPA Network and ensures NPA compliance with the Children’s Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to the NPA network. Students using their own devices may not access inappropriate material on their own network at school or any school event. Authorized student use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the NPA Network is a privilege that is provided to help student authorized users complete and deliver educational obligations. The NPA Network provides student authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances students’ educational experiences and complies with this policy and regulations established from time to time by the Northland Preparatory Governing Board (“Board”). NPA students, through their use of the NPA Network, will gain skills and expertise that prepare them for an increasingly technology-oriented society.

I. DEFINITIONS

A. Northland Preparatory Academy’s Network (“NPA Network”) is the system of computers, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the NPA Network.

B. Electronic Mail (e-mail) consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.

Other Electronic Devices include, but are not limited to, cellphones, tablets, laptops, and electronic readers that may or may not be physically connected to the network infrastructure.

C. Password is a secret word or series of letters and numbers that must be used to gain access to an online service or the Internet or to modify certain software (such as parental controls).

D. Student Authorized Users are any students enrolled in any classes offered by NPA in a traditional classroom or virtual classroom setting.

II. GENERAL PROVISIONS

A. AUTHORIZED USERS

All student authorized users shall adhere to the provisions of this policy as a condition for continued use of the NPA Network. It is a general policy of NPA to promote the use of computers in a manner that is responsible, legal and appropriate. This policy is enacted anytime there is a connection to NPA’s hardwired or wireless network and other personal electronic devices.

B. DISCLAIMER

Pursuant to the Children's Internet Protection Act, NPA uses filtering software to screen Internet sites for offensive material. The Internet is a collection of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals/Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, authorized use of the NPA Network is governed by this policy.

III. TERMS AND CONDITIONS FOR AUTHORIZED USE OF THE NPA NETWORK

A. ACCEPTABLE USES

NPA students may use the various resources provided by the NPA Network to pursue educationally-related activities. Teachers and other staff should help guide students in their use of the NPA network so that students will learn how Internet resources such as, instant messaging and chat rooms can provide valuable educational information from classrooms, schools, and other national and international sources. In addition to using the NPA Network for educational pursuits, users will be expected to follow generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other student authorized users.
5. Do not upload, post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.

B. UNACCEPTABLE USES

Improper use of the NPA network is prohibited. Actions that constitute unacceptable uses of the NPA network and are not specifically addressed elsewhere in this policy include, but are not limited to:

6. Use of the NPA network for, or in support of, any illegal purposes.
7. Use of the NPA network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. This will protect the user against allegations of intentionally violating this policy.
8. Use of the NPA network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" another individual.
9. Non-educational uses of the NPA network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
10. Using Internet tools such as social media, chat rooms, and instant messaging for personal rather than educational purposes.
11. Using profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
12. Plagiarizing any information gained on or through use of the NPA network or any other network access provider.
13. Using copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws. (If students are unsure whether or not they are using materials in violation of copyright provisions, they should ask their teachers or a school technology coordinator for assistance.
14. Violating of any provision of Family Educational Rights and Privacy Act (FERPA), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores is prohibited.
15. Using the NPA Network for financial gain or for the transaction of any business or commercial activities.

C. SECURITY

All authorized users are to report promptly any breaches of security violations of acceptable use and the transmission of web addresses or e-mail information containing inappropriate material to their teacher or the school principal. Failure to report any incident promptly may subject the authorized user to disciplinary action. In order to maintain the security of the NPA System, students are prohibited from engaging in the following actions:

- Intentionally disrupting the use of the NPA network for other users including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, or engaging in "hacking" of any kind, which is an illegal or unlawful entry into an electronic system to gain secret

unauthorized information.

- Unintentionally spreading computer viruses or programs that loop repeatedly, or for the purpose of infiltrating a computer system without authorization or for damaging or altering without authorization the software components of a computer or computer system.
- Disclosing the contents or existence of NPA computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
- Downloading unauthorized games, programs, files, electronic media, and/or stand-alone applications from the Internet.

IV. MONITORING

The NPA Network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of the NPA Network, including their use of e-mail, is subject to reasonable and appropriate monitoring. Any activities related to or in support of violations of this policy may be reported and will subject the user to sanctions.

V. ASSUMPTION OF RISK

NPA will make a good faith effort to keep the NPA Network system and its available information accurate. However, student authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. Use of the NPA Network is at the risk of the student authorized user.

VI. INDEMNIFICATION

The student authorized user indemnifies and holds NPA harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the NPA network that cause direct or indirect damage to the user, NPA, or third parties.

VII. SANCTIONS

Failure to abide by this policy may subject the student authorized user to corrective action ranging from suspension of some or all access privileges up to and including expulsion. A violator must understand that if his or her privileges to use the NPA Network are revoked by a school faculty member that he or she has the right to appeal the revocation within thirty (30) days, in writing, to the principal of the school. The school principal's decision shall be FINAL. A violator must understand that if he or she is removed from the NPA network, there shall be no obligation to provide a subsequent opportunity to access the NPA network.

Acceptable Use Agreement

Student

I understand and will abide by NPA's terms and conditions for network use. I further understand that any violation of those terms and conditions are unethical and may constitute a criminal offense. Should I commit any violation, my access privilege may be revoked and school disciplinary action as well as appropriate legal action will be taken.

User Name (print) _____ Grade _____

Signature _____ Date _____

Parent or Guardian

As the parent or guardian of this student, I have read the terms and conditions for network access and have discussed them with my child. We understand that this access is designed for educational purposes. I recognize that it is impossible to restrict access to all inappropriate materials and I will not hold staff of the NPA responsible for materials acquired on the network. I hereby give permission for my child to use the network.

Parent (sign) _____

Parent (print) _____ Date _____

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NEW STUDENTS ONLY – Notification to NPA of Vision Information

ACADEMIC YEAR: 2020/21

NAME OF STUDENT: _____

ENTERING GRADE LEVEL: _____

Accurate vision is important to your child’s ability to learn and to make successful progress in school. Although Arizona does not have a state mandate for vision testing, we highly value consistent eye care in our students. **Please place a check mark beside all options that apply to your student.**

- My child receives vision screening through his/her family doctor.
- My child receives vision care through an eye specialist, such as an optometrist or ophthalmologist.
- My child received vision screening during his/her 5th grade year at his/her prior school.
- I choose not to disclose any information about my child’s vision.

Please place a check mark beside all options that apply below and elaborate, if needed.

- My child wears glasses or contacts at all times.
- My child wears glasses for “close-up” work, such as reading.
- My child wears glasses for “far-away” work, such as board work.
- My child has an eye condition that NPA should be aware of and that may affect his/her school work. I will explain below.

Please know that if a teacher observes behavior that suggests your child may have an issue with his/her vision (i.e., squinting, experiencing headaches in class, holding a book too closely, etc.), we will notify you of the concern so that you may take appropriate action.

Parent or Guardian Signature

Printed Name of Parent or Guardian

Date: Month/Day/Year

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NPA DRIVEWAY SAFETY

rev. 10/19

ENTRANCE:

Soliere Avenue and Sparrow Avenue are the only entrances to campus. The Sparrow entrance can only be accessed by traveling west on Sparrow and making a right into campus. The Soliere entrance can be accessed from either direction coming off of Soliere. See the map on our website under Parents>Carline and Campus Map Info.

EXITS:

There are **TWO** ways to exit the campus, and both are onto Sparrow:

1. **Headed north on Fourth Street or trying to return to Soliere?** Exit onto Sparrow Ave. very close to Fourth Street. To use this exit, stay in the right lane after passing by the Middle School building that's closer to Fourth Street. This exit is RIGHT TURN ONLY onto Sparrow toward Fourth Street, and will put you in the lane which will be turning right (north) onto Fourth Street. If you are seeking to turn left (south) onto Fourth Street from Sparrow, you should not use this exit.
2. **Headed south on Fourth Street or east on Sparrow?** Exit via the exit at the corner of the gym, directly across from the entrance to the FUSD Admin lot. Traffic exiting here is in two lanes. The left lane is for those turning left (east) onto Sparrow, and the right lane is for those turning right (west) onto Sparrow toward Fourth Street.

GENERAL EXPECTATIONS:

- **Safety First:** We have children who may not always be acting as smart pedestrians, and inexperienced student drivers. **Convenience must be trumped by safety.**
 - a. Be extra observant.
 - b. Set your coffee or drink in its cup holder.
 - c. Do not use cell phones, even for "just a quick call," while in your vehicle on the NPA campus unless you are PARKED in a parking spot.
 - d. Never allow your child to load or unload in areas other than those designated as load/unload zones.

Crosswalks: There are pedestrian crosswalks running between the two buildings and the stairs which lead down to the main building entrance. Keep watch here and avoid stopping where you would block the crosswalks.

Snow/Ice: On bad weather days, pay extra special attention, take it slow, and follow the instructions of the teachers on duty. There may be sections of the driveway limited to single lane traffic. Be especially careful on the hill going DOWN toward the High School ("Old Main") building. Remind your children to be careful walking.

- **Efficiency of Flow Is Crucial:** We all know that parents need to get on to other destinations, as do the students. The City of Flagstaff is quite adamant that our traffic does not back up onto the streets. It is therefore very important that drivers and students all avoid practices that will waste time and impede the flow of the carline. To that end, here are some possible holdups and what you should do to avoid them:

- a. **Know your zone.** We have THREE load/unload zones. Each zone is labeled with colored markings on the map and on the pavement. The first is the YELLOW zone and is in front of the Middle School building (closest to Fourth Street). The second is the BLUE zone and is along the west side of the High School building ("Old Main"). The third is the RED zone, which runs from the bottom of the hill past the main entrance and up to the final turn before exiting near the gym. High School students should plan to use the blue or red zone.
- b. **Everyone be ready to unload.** Sometimes we have students being dropped off finishing conversations with parents who are then not able to drive away and make room for others. In the morning, please plan ahead so that these kids of conversations are not necessary. Likewise, students and their belongings should be ready to exit the vehicle quickly.
- c. **Students be ready to load.** In the afternoon, the students tend to want to mingle and socialize with friends after school while waiting for pickup. That's natural, but please TRAIN your children to be on the lookout for you so that when your vehicle is ready for loading, they will be too, and you are not taking up a loading spot for minutes before they finally notice you and load. If you get to the front of your zone and your child is not in sight and on the way to loading, please either move on and make a loop around the campus or pull into an available parking space to wait.
- d. **Know your pickup place.** Vehicles with children headed to different buildings must choose ONE drop off spot for the morning and ONE pickup spot for the afternoon. The afternoon is always more difficult: please make sure your riders know they must get to your pre-arranged pickup zone as soon as possible after dismissal and be on the lookout for your vehicle.
- e. **Maximize the load/unload space.** Within each load/unload zone, PLEASE PULL FORWARD as you are able to. If a zone is ten car spaces long, and you stop just after entering the zone, then maybe only three cars can be loading/unloading. If you pull forward as far as you can, it maximizes how many cars can load/unload at the same time, and makes the whole process move along. If in pulling forward you happen to pass by your child, they can walk a bit to catch up with you further up in the load zone.
- f. **Leave when ready.** In each load/unload zone, the right hand lane is for loading and unloading, while the left lane is for through traffic. Once you have loaded/unloaded, please pull into the left lane so that you can exit the campus efficiently via your preferred exit.
- g. **Be savvy.** Please know that if it will improve flow, IT IS ACCEPTABLE to pass by an entire zone by moving in the left (through traffic) lane and re-entering the right lane before the next zone. As you move in the right lane, be on the lookout for vehicles planning to re-enter the right lane for this purpose, especially in the areas at the end of zones and between zones.
- h. **Don't be TOO savvy.** Again, these zones are the ONLY places where students should be loading and unloading. Stopping by the side of the streets surrounding campus to unload is not safe. All vehicles should load/unload quickly and then move along. **Convenience is trumped by efficiency, but both are trumped by safety.**

Always follow the instructions of NPA staff on duty in the carline and parking areas, and show them courtesy and respect in the process. You may be instructed to stop to allow those parking on either side of the carline a chance to enter/exit their spots, or make some other adjustments to keep things moving along. Thank you for your cooperation.

**Thank you for living up to your responsibility in keeping
your children and all other NPA children safe.**

Acknowledgement

All parents/guardians who may be driving on NPA's campus need to sign the acknowledgment below:

I/we, _____,

as parent(s)/guardian(s) of

_____, Grade ____ ,

have read and agree to follow the safety instructions outlined in the "NPA Driveway Safety" document.

Signature Date

Signature Date

*This acknowledgment will remain in effect for **the entire duration** of your student's enrollment at Northland Preparatory Academy.*

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Northland Preparatory Academy
3300 E. Sparrow Ave
Flagstaff, AZ 86004
928-214-8776
928-214-8778 (FAX)

Military Recruitment: Parent Written Notice of Handling Student Contact Information

Student Name: _____

Grade: _____ Birth Date: _____

Acknowledgement (Required, Please Initial)

_____ I understand that *under the No Child Left Behind Act, Northland Preparatory Academy is **required to release student contact information** for high school students upon the request of a military recruiter, unless the parent specifically notifies the school not to release that information without prior written permission.*

Opt-out (Optional)

_____ I hereby notify the school of record that in regard to any request from military recruiters, the school **may not release** my child's contact information: name, address and telephone number.

*This authorization will remain in effect for **the entire duration** of your student's enrollment at Northland Preparatory Academy unless a change is requested in writing.*

Signature _____ Date _____

Printed Name _____

Witness _____

Printed Name _____

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Northland Preparatory Academy

3300 E. Sparrow Ave.- Flagstaff, Arizona 86004 - (928) 214-8776

Visit us online at www.northlandprep.org

Mr. David Lykins, Superintendent - Mrs. Toni Keberlein, Principal - Mrs. Vada Visockis, Assistant Principal

MEDIA RELEASE AND CONSENT FORM

Types of Information Included

From time to time, Northland Preparatory Academy (NPA) uses and makes public students' names, images, photographs, videos, voices, quotations, performances, competitions, awards, and/or examples of work.

Locations Where Information May Be Used or Made Publicly Available

NPA may post, publish, or distribute such information in printed and online media, including NPA's website; school publications, newsletters and emails; promotional and informational brochures and slideshows for the purposes of recruitment and fundraising; and NPA's official social media outlets.

In addition, we may sometimes provide or distribute such information to outside media outlets which may include newspapers, radio and television stations, or other online media entities.

NPA also retains many of these materials in physical and/or digital archives that may be used or displayed into the future for these same purposes.

Consent and Release Agreement

NPA requests your consent to store and use your child's information as described above for the purposes described above. NPA will record media consent status (granted or denied) for all students. Consent shall remain in effect until such time as parent informs the school in writing of desire to revoke consent. Information made public under this consent agreement cannot be unpublished after revocation of consent.

The consent status chosen by the parent on this form applies only to situations where student information would be released to publications and venues outside the scope of NPA. With respect to publications or archives intended solely within the NPA school community, and locations only accessible to appropriate school staff or their designees, such information is used and maintained by the school for all students.

Please complete this form below by checking the appropriate box, signing, and dating.

Thank you.

I hereby GRANT consent for NPA to release my child's information as described above.

I hereby DO NOT GRANT consent for NPA to release my child's information as described above.

Student Printed Name: _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____

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Arizona Department of Education
Arizona Residency Guidelines
REVISED 4/24/2019

INTRODUCTION

Local educational agencies are required to provide all children with equal access to public education at the elementary and secondary level. The U.S. Supreme Court held in *Plyer v. Doe*, 457 U.S. 202 (1982) that the undocumented or non-citizen status of a student (or his or her parent or guardian) is irrelevant to that student's entitlement to an elementary and secondary public education. However, to receive free public education in the State, students must be Arizona residents. Residents refers to those who are domiciled in Arizona and can provide proof of residence (see below). Pursuant to A.R.S. § 15-823, a school district or charter school may not include non-resident pupils in their student count and may not obtain state aid for those pupils.

In Arizona, the "district of residence" of a student is determined by the residency of the parent or guardian with whom the student lives. Accordingly, it is the responsibility of the school districts and charter schools that receive state aid to ensure that their student/parent residency information is accurate and verifiable. **While a district may restrict attendance to district residents based on available classroom space, inquiring into students' citizenship or immigration status, or that of their parents or guardians would not be relevant to establishing residency within the district.**

The Department may audit schools to ensure that only Arizona resident students are reported for state aid. Any school district or charter school that cannot demonstrate the accuracy of any student's residency status through documents provided by the parent/guardian may be required to repay the state aid received for that student. The following provides information on verifiable documentation parents must provide to prove district of residency.

OPEN ENROLLMENT

Arizona's open enrollment policies allow a student to transfer to any public school of his or her choice, even if it is outside of the student's district of residence. There are two basic types of open enrollment policies:

- Intra-district: Students transfer to another school within the resident school district.
- Inter-district: Students transfer to a school outside of their resident district.

Under A.R.S. § 15-816 and A.R.S. § 15-816.01, intra-district and inter-district open enrollment policies are mandatory on all school districts, allowing students to apply for admission to any public school, based on available classroom space.

VERIFIABLE DOCUMENTATION

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. This document is designed to assist school districts and charter schools in meeting the legal requirements of the statute.

The documentation required by A.R.S. § 15-802 **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.** For members of the armed services, a school may enroll a student if the parent provides a hard-copy or electronic document of their transfer or pending transfer to a military installation within the state. The parent must provide official documentation of residency within ten days after the arrival date which may include a temporary on-base billeting facility as their address. **PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.** 42 U.S.C. § 11432(g)(3)(C)(i).

In general, students will fall into one of two groups: (1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and (2) those whose parent or legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

1. Parent(s) or legal guardian(s) that maintains his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide **one** of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- Valid Arizona driver's license, Arizona identification card
- Valid Arizona motor vehicle registration
- Valid Arizona Address Confidentiality Program authorization card
- Property deed
- Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement or off-base military housing)
- Utility bill (water, electric, gas, cable, phone)
- 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 located in Arizona
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- Temporary on-base billeting facility (for military families)

A model Arizona Residency Documentation Form is available for schools at the end of this document.

2. Parent(s) or legal guardian(s) that does not maintain his or her own residence: The parent or legal guardian must have an **affidavit of shared residency** form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit for the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list bearing the name and address of the person who maintains the residence. A model Affidavit of Shared Residence form is available for schools at the end of this document.

USE OF AND RETENTION OF DOCUMENTS BY SCHOOLS

School officials must **retain a copy** of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indication of residency; however, documentation is subject to audit by the Department. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing. **INFORMATION PROVIDED BY PARENTS AND GUARDIANS TO ARIZONA PUBLIC SCHOOLS IS CONFIDENTIAL AND ONLY USED FOR EDUCATIONAL PURPOSES.**

For more information about the federal guidelines regarding enrollment, please visit <https://www.justice.gov/sites/default/files/crt/legacy/2014/05/08/plylerfact.pdf>



**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.

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Only required for Parent(s) or legal guardian(s) that do not maintain their own residence and have checked the last option on the preceding page.



**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: _____

Acknowledgement

State of Arizona
County of _____

The foregoing was acknowledged before me this ___ day of _____, 20,
By _____

My Commission Expires:

Notary Public

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Northland Preparatory Academy
3300 E. Sparrow Ave
Flagstaff, AZ 86004
928-214-8776
928-214-8778 (FAX)

Permission to Take Medications

I, _____, give permission to the NPA administrative staff,
(Parent or Guardian)
to give my child, _____, the following types of medication
(Student's Name)
NOT exceeding package directions, unless authorized in writing by a physician:

Please check all medications allowed:

___ Tylenol (or generic)

___ Ibuprofen

___ Tums/Roloids

___ Cough Drops

___ Benadryl

___ Other _____

___ Allergy Alert-Student allergic to the following:

Please include EpiPen for severe allergies, and any special instructions.

Parent Name _____ Date _____
(Please print clearly)

Parent Signature _____

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For NPA office use only

Sent to: _____ Date: _____ Initials of Requestor: _____
(fax or email)



Northland Preparatory Academy

3300 E. Sparrow Avenue
Flagstaff, AZ 86004
Phone (928) 214-8776
Fax (928)214-8778

School Official: Lori McGaughey, Registrar
Please Email Records to: Lmcgaughey@northlandprep.org

Authorization for Release of Student Records

Name of Current School (2019-20 School Year) Phone

Street Address

City State

According to the Education Amendments of 1974, "Protection of the Rights and Privacy of Parents and Students", Section 438, Subsection (B)(1), Parts A & B, Page 97, school officials, including teachers with the educational institution and officials of other schools in school systems in which the students may intend to enroll, may receive a student's records without written consent for such release.

Please forward a copy of the official records, including transcript, report cards, standardized test results, immunization records, and discipline file for:

Name of Student Birth Date Grade in 2020-21

While I understand that educational records may be sent without written consent, I also request that psychological, special education and other pertinent information be sent.

Parent/Guardian Name (printed)

Parent/Guardian Signature Date

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Please Be Advised...

While we feel very strongly that our overall program provides excellence, there are some aspects of the NPA experience that require a bit of extra effort or adjustments in return on the part of families and may be slightly different than other school options. While not an exhaustive list, below are a few key things to be aware of.

Fees

While NPA is a public charter school providing a free and appropriate education for all its students, we do request fees associated with each student to defray the costs for some school expenses and consumable materials. These include the costs of maintaining our computer network and technology, some of the custodial service expenses for the building, and consumable supplies and materials for many courses (e.g. lab supplies, e-textbooks, subscriptions, art supplies, sheet music, etc.). This support is key in the school carrying out its mission, and we plan our budget on assumptions about the amount that is paid overall. While the vast majority of families make the fees payments to NPA, either at the start of the school year or in self-determined installments, no student ever goes without the things the fees pay for due to a family's inability to pay. These fees typically range from approximately \$250-300 per student per year, depending on the student's course selections.

Lunches

NPA does not have a cafeteria. NPA students eat at outdoor picnic table areas at each building, in hallways and common areas, and in some cases, teachers open classrooms to students during lunchtime. NPA also does not have a school-sponsored free/reduced lunch program, so the routine for most students is to bring their lunch. Refrigeration and microwave access are not provided. Due to safety concerns students are not allowed to have food delivered to them professionally (e.g. Jimmy Johns, GrubHub, Uber Eats, etc.), we do have several vendors who come to campus during the week, offering healthy options for sale. Examples of vendors in 2019-20 are Pita Pit, Alejandro's Mexican, Hot Wok, and Chick-Fil-A. For those days when no lunch is packed, there's at least one of these vendors at NPA each day.

Transportation

NPA does not have school buses. However, there are public bus routes running right by NPA's campus with a stop at Fourth Street and Sparrow. Mountain Line's Route 3 (Green Route) has specific alterations arriving at NPA twice each morning from the Mall and twice each morning from downtown and departing NPA twice each afternoon in each direction. See www.mountainline.az.gov for details on exact routes, schedules, and discounted student fares.

Athletic Team and Field Trip Chaperoning Support

Rather than school buses, we have a fleet of 12-passenger vans which bring teams to their matches. Depending on the sport/season/roster/field trip, there are some instances when parents will be recruited to volunteer time to drive a van as part of a road trip and/or assist in chaperoning a field trip.

Library Access

NPA does not have a traditional school library/media center. We have several laptop carts which teachers use on days when internet research is required, and students all have the capability to use their own devices on the school network. On occasions where NPA students may need access to research materials not accessible via internet, they use the public library or Cline Library at NAU.

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If you came to our showcase but did not get the opportunity to fill out our exit ticket, please do so here:



https://docs.google.com/forms/d/e/1FAIpQLSdCJBcbPV9Npw7lC2Ld2nq6Jja81E6DbIhqFDBrX3mZ6IKGjw/viewform?usp=sf_link

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For School Year 2020-2021
Northland Preparatory Academy Application Checklist

1. ____ Application Page
2. ____ Home Language Survey (PHLOTE)
3. ____ Acceptable Use Agreement
4. ____ Vision Screening
5. ____ Driveway Safety Agreement
6. ____ Military Recruitment Acknowledgement Form (High School students)
7. ____ Media Release
8. ____ AZ Residency Documentation Form(s)
9. ____ **AZ Residency Documentation Supporting Document**
10. ____ Permission to Take Medication
11. ____ Authorization for Release of Student Records
12. ____ **Birth Certificate (please attach a copy)**
13. ____ **Immunization Records (please attach a copy)**

NPA Open Enrollment Application Period for the 2020-2021 school year will close at **4 p.m. on Friday, January 10, 2020**. All applications must be completed and submitted to the school on or before this date and time. Please ensure that upon submitting your applications you receive a receipt. No incomplete applications will be accepted.