

Enrollment Checklist

Arizona Residents

Collecting the following information will help the enrollment process go smoothly and efficiently. We are an Arizona public charter school and required to collect certain information and documents as part of enrollment. All student information will be kept private under the rules of the U.S. Family Educational Rights and Privacy Act.

We will ask for the following application information:

- Student information – name, birth date, ethnicity, citizenship, current school, past schools, etc.
- Student contact information – email address, residential address, phone, etc.
- Parent/guardian information – name, birth date, etc.
- Parent/guardian contact information – email address, residential address, phone, etc.

Please note: Each student will need a unique email address. This cannot be the parent's email address or the same as other siblings. Create a free email account at [Gmail](#) or [Yahoo Mail](#).

Documents You Will Need to Upload

☐ 1. Student Age Verification

You must provide a certified copy of your student's birth certificate. Order a copy of your student's birth certificate from the [Arizona Department of Health Services website](#). If your student was born in another state, visit the [CDC's Where to Write for Vital Records webpage](#) for information.

If you do not have this, you may file an [affidavit](#) explaining why and provide one of the following:

- U.S. Passport
- Baptismal record
- Green Card (Permanent Resident Card). If you need a replacement Green Card, visit the [U.S. Citizenship and Immigration Services website](#).

Please note: Kindergarten students must be five years old before September 1 of the current school year. First grade students must be six years old before September 1 of the current school year. We cannot serve any students who turn 21 before September 1 of the current school year.

☐ 2. Proof of Residency

Those students claiming Arizona residency must provide one acceptable proof of residency to be eligible for enrollment. Read more about [Arizona Department of Education Residency Guidelines here](#). Download the [Arizona Residency Form here](#).

Proof of Residency can be provided with any of the following documents and must 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 or 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*)

☐ 3. Parent Photo ID This is required to prove identity and can be a valid Arizona driver's license or Arizona identification card.

☐ 4. Immunization Records Provide one of the following:

- State of AZ Official Immunization Record (*Review the [list of immunizations required by Arizona here](#).*)
- Official school record
- [Medical Exemption Form](#)
- Completed Immunization Booklet
- Health Care Provider/Health Department Printout
- [AZ Personal Beliefs Form](#)

For help with cost of vaccines, visit [Vaccines for Children](#).

☐ 5. Academic Record

You will be asked to provide a school (unofficial) transcript (grades 9-12) and report cards (grades 1-8). This allows us to properly place your student in classes to meet our requirements. Please contact your prior school to request their transcript or report card if you do not have a copy.

- Grades KG-8: Report card needed
- Grades 9-12: Unofficial Transcript needed

☐ 6. PHLOTE Form

This form is required at the time of enrollment by the state of Arizona to ensure students are assessed if necessary for English Proficiency.

- [PHLOTE Form - English | Spanish](#)
(*Language information required by the state*)

☐ 7. Other Forms You Might Need

- [25-26 Financial Responsibility Form](#)
- [25-26 Tuition Contract](#)
- [ESEA Form](#)
- Withdraw Form from Current School of Record
- IEP and/or 504 documentation
- [Shared Residency Affidavit](#)
- [AOI Form](#)
- Custody Order
- AZ Home Ed Certificate
(*Only required for home school students*)
- [Income Eligibility Guidelines](#)

Questions? If you have questions about any of these forms please contact us or call an admissions advisor at 844-692-3372.