

– 20217 East Chandler Heights Road, Queen Creek, Arizona 85142 Phone (480) 987-5935 Fax (480) 987-9714

# **Registration Requirements**

## **REGISTRATION PACKET:** To be completed and signed by parent or legal guardian ONLY.

## **PROOF OF RESIDENCY**

Enrolling parent/guardian must submit an <u>original</u> and <u>current</u> water, electric, or gas bill; signed and complete closing purchase contract; or current, signed lease agreement (NOT month to month). Residency document must be in the enrolling parent/guardian's name.

### **BIRTH CERTIFICATE**

All students must have a birth certificate on file. If the birth certificate is lacking upon day of registration, a certified original must be submitted within thirty (30) days of registration date. No student may participate in AIA activities without a birth certificate on file.

### **GUARDIANSHIP/CUSTODY**

Custody papers, Arizona Court Appointed Guardianship Papers, or documentation from the Superior Court of AZ showing a pending court date for guardianship hearing must be presented at time of registration. Final court documents must be presented to the school within one (1) week of the hearing date.

### **IMMUNIZATION RECORDS**

To comply with Arizona State Law, we must have documentation that your child is up to date on all immunizations. They cannot enroll in school until current.

## PHOTO ID OF PARENT/GUARDIAN, ORIGINAL ONLY

We do not accept copies from second hand parties.

## STUDENT'S TRANSCRIPTS/DISCIPLINE/ATTENDANCE RECORDS (high school credits)

All students with prior completed high school credits must have an unofficial copy of the transcript at time of registration. Failure to supply this information may result in loss of credit.

## WITHDRAWAL FORM/WITHDRAWAL GRADES

Student must have official withdrawal form from previous school to enroll. Withdrawal grades are required if student is enrolling after the semester has begun.

## SPECIAL EDUCATION/504 RECORDS (If applicable)

Current copy of IEP and MET, including psychological reports or 504 plan are required at time of registration.

## STUDENT ATHLETES (high school only)

Please contact athletic secretary for forms that must be submitted prior to participation.

## **QUEEN CREEK UNIFIED SCHOOL DISTRICT #95**

LAST NAME	FIRST NAM	Е	MIDDLE NAME	STUDENT ID #	:
RADE GENDER HOME LANGUAGE		NICK NAME	SAIS II	D # DATE OF BIRTH	I
	What language do people	speak in the home mos	t of the time?		
	What language does th	e student speak most	of the time?		
	What language did the	e student first speak or	understand?		_
SUBDIVISION	TRIBAL NAME	BIRTH CITY	BIRTH STATE	BIRTH COUNTRY	_
OU MUST SELECT- CIRC	LE ONE RACE: HISPANIC OR	NON-HISPANIC			
	AME	ERICAN INDIAN/ALASKA	NN NATIVE		
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RELATIONSHIP TO STUDENT

PHONE NUMBER(S)

CONTACT NAME

Has your student been enrolled in this District or in Arizona before? If yes, what School/District? When did your student enter US Schools? Please give year and grade:			
Has your student ever been suspended?	🗆 Yes	□No	
Has your student ever been retained?	Yes	□No	

Is your student currently being considered for expulsion? 
Second Yes

Has your student been expelled from any School/District? 
Yes
No

Does your student have any special needs? If yes, please identify (circle what applies) ELL GIFTED SPEECH TITLE 1

504 SPECIAL EDUCATION

NOTE: IF YOUR STUDENT IS RECEIVING SPECIAL EDUCATION SERVICES, PLEASE PROVIDE A COPY OF THE IEP UPON REGISTRATION

Have you, your spouse, and/or your children moved into this school district within the last 12 months? Types INO

Are you and/or your spouse currently employed in agriculture or are you looking for agriculture work? Tyes No

Please list all siblings attending this or other Queen Creek Schools:	
NAME, AGE, SCHOOL	NAME, AGE, SCHOOL
NAME, AGE, SCHOOL	NAME, AGE, SCHOOL
NAME, AGE, SCHOOL	NAME, AGE, SCHOOL

	<b> Birth Certificate*</b> (If you do not have a certified copy, one must be obtained within 30 days of registration)
	<b>Immunization Record</b> (No child will be admitted without an immunization record according to the Arizona Department of Health)
	Current Utility Bill (electric, gas or water)
	Photo ID of Parent/Guardian (If student resides with Guardian, documents must be provided)
	Transcripts (High School Only)
	I understand that providing false information on this form may result in the application being denied or admission being revoked. The signatory
	affirms that the student will abide by the rules, standards, and policies of the School and Queen Creek Unified School District.
-	SIGNATURE OF PARENT/GUARDIAN Date
	On enrollment of a pupil for the first time in a particular school district or private school offering instruction to pupils in any Kindergarten
	programs or grades one through twelve that, that school or school district shall notify the person enrolling the pupil in writing that within
	thirty days the person must provide one of the following: A certified copy of the pupil's birth certificate.
	Other reliable proof of the pupil's identity and age, including the pupil's baptismal certificate, an application for a social security number or
I	outer remain proof of the pupil of the next, and ago, metalang the pupil of buptionial certificate, an application for a social security number of

original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.

3. A letter from the authorized representative of an agency having custody of the pupil pursuant to Title 8, Chapter 2.1 certifying that the pupil has been placed in the custody of the agency as prescribed by law.

OFFICE USE ONLY							
TRACK:	GRADE:		TEACHER:		ID#	:	GRAD YEAR:
AZ ENTRY DATE:		RESI	RESIDENT DISTRICT:			ENROLL DATE/CO	DDE:
ENTERED BY: DATE:							

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## New Student Disclosure of Services

Student Name\_\_\_\_\_ Date of Birth\_\_\_\_\_ Grade\_\_\_\_\_

Please complete this form so that we may be more prepared to meet your child's educational needs. Place a check next to the section that describes your child's previous educational experience.

#### **General Education**

My child does NOT have an IEP and does NOT receive additional educational services

My child receives accommodations through a 504 Plan

School district and school where records are located:

#### Special Education

\_\_\_\_\_My child has an IEP and receives special education services for

Speech and Language

Specific Learning Disabilities

Other:

School district and school where records are located:

### **Gifted Program**

My child was previously a part of a gifted and talented program

Signature\_\_\_\_\_ Date\_\_\_\_\_

(Parent/Guardian)



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## PERMISSION TO RELEASE RECORDS

We are requesting records on the following student:

Student Name Date of Birth Grade PLEASE FORWARD THE FOLLOWING: \*\*PLEASE DO NOT SEND CUM FILE\*\* REPORT CARDS/TRANSCRIPTS INCLUDING WITHDRAWAL GRADES \*For high school students: Please fax unofficial transcript and mail official transcript\* IMMUNIZATION/MEDICAL RECORDS **BIRTH CERTIFICATE** STATE STANDARDIZED TESTS (AIMS/Stanford/AzMERIT) SPECIAL EDUCATION / PSYCHOLOGICAL RECORDS ELL RECORDS INCLUDING ASSESSMENTS SOCIAL AND EDUCATIONAL RECORDS DISCIPLINE RECORDS WITHDRAWAL FORM/ SAIS ID ATTENDANCE RECORDS IT IS UNDERSTOOD THAT THIS INFORMATION IS CONFIDENTIAL AND WILL BE TREATED ACCORDINGLY. **Parent/Guardian Signature** Date PREVIOUS SCHOOL NAME/ADDRESS: School District: \_\_\_\_\_ School Name: Street Address: City/ State/ Zip:

Phone: \_\_\_\_

#### **PLEASE SEND TO:**

\_\_\_\_\_ Fax:\_\_\_\_\_

\_\_Desert Mountain Elementary \* 22301 South Hawes Rd, Queen Creek, AZ 85142-8987\* Phone: (480) 987-5912 Email: dmeregistrar@qcusd.org
\_\_Faith Mather Sossaman Elementary \* 22801 Via Del Jardin, Queen Creek, AZ 85142\* Phone: (480) 987-7420 Email: fmsregistrar@qcusd.org
\_\_Frances Brandon Pickett Elementary \*22076 E Village Loop Rd, Queen Creek, AZ 85142 \* Phone: (480) 987-7420 Email: fbpregistrar@qcusd.org
\_\_Gateway Polytechnic Academy \* 5149 S. Signal Butte, Mesa, AZ 85212 \* Phone: (480) 987-7440 Email: gparegistrar@qcusd.org
\_\_Jack Barnes Elementary \* 20750 South 214th Street, Queen Creek, AZ 85142 \* Phone: (480) 987-7400 Email: jberegistrar@qcusd.org
\_\_Katherine Mecham Barney Elementary\*19684 South 225th Place, Queen Creek, AZ 85142 \* Phone: (480) 987-5920 Email: deregistrar@qcusd.org
\_\_Queen Creek Elementary \* 23636 South 204th Street, Queen Creek, AZ 85142 \* Phone: (480) 987-5920 Email: qceregistrar@qcusd.org
\_\_Schnepf Elementary \* 26161 South 231 Street, Queen Creek, AZ 85142 \* Phone: (480) 987-5935 Email: seregistrar@qcusd.org
\_\_Silver Valley Elementary \* 9737 East Toledo Avenue, Mesa, AZ 85212 \* Phone: (480) 474-6920 Email: svergistrar@qcusd.org
\_\_Queen Creek Junior High \* 24937 South Sossaman Road, Queen Creek, AZ 85142 \* Phone: (480) 987-5940 Email: nbregistrar@qcusd.org
\_\_Queen Creek Junior High \* 20435 South Old Ellsworth Rd, Queen Creek, AZ 85142 \* Phone: (480) 987-5940 Email: qchsregistrar@qcusd.org
\_\_Queen Creek High School \* 22149 East Ocotillo Road, Queen Creek, AZ 85142 \* Phone: (480) 987-5973 Email: qchsregistrar@qcusd.org
\_\_Eastmark High School \* 9560 East Ray Road, Mesa, AZ 85212 \* Phone: (480) 474-6950 Email: ehsregistrar@qcusd.org
\_\_Crismon High School \* 21942 East Riggs Road, Queen Creek, AZ 85142 \* Phone: (480) 987-5583 Email: chsregistrar@qcusd.org



## 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 <u>before</u> 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 • <u>www.azed.gov/oelas</u>

# Queen Creek School District No.95 Family Resource Center

20435 South Old Ellsworth Road, Queen Creek, Arizona 85142 Phone (480) 987-5988 Fax (480) 987-5919

## Student Residency Questionnaire

This questionnaire is intended to address the <u>McKinney-Vento Assistance Act</u>, U.S.C.A. 42 Section 11302 (a). Your answers will help us determine residency information necessary for potential services for this student.

#1. Presently, where is the student living? Check one box:		
Section A	Section B	
<ul> <li>In a motel</li> <li>In a shelter</li> <li>With more than one family in a house or apartment due to economic hardship</li> <li>Moving from place to place</li> <li>In a place not designed for ordinary sleeping accommodations (ex. car, park, campsite) <u>CONTINUE</u>: If you checked a box in Section A, <i>Complete #2</i> and the remainder of this form.</li> </ul>	Choices in Section A do not apply <u>STOP</u> : If you checked this section, you do not need to complete the remainder of this form. Submit to school personnel. <u>ITINUE</u> :	
<b>#2. The student lives with:</b>	School	
<ul> <li>Parent(s) / Legal Guardian(s)</li> <li>Relative(s), friend(s) or other adult(s)</li> <li>Alone with no adult</li> </ul>	School         Desert Mountain Elementary         Faith Mather Sossaman Elementary         Frances Brandon-Pickett Elementary         Gateway Polytechnic Academy         Jack Barnes Elementary         Katherine Mecham Barney Elementary         Schnepf Elementary         Silver Valley Elementary         Queen Creek Elementary         Newell Barney Junior High School         Queen Creek High School	
Name of Student: (last, first, middle)	ent Information	
□ Male □ Female DOB/_/	AGE S.S. # (if known)//	
Other Student Information		
Residence:	Zip: Telephone:	
Mailing Address:	Zip:	
Alternative contact person:	Alternative contact telephone#:	

### Signature of Parent/Legal Guardian:\_\_\_\_\_

School use only-Campus Administrator's determination	Instructions for Registrars:	
of Section A circumstances:	1. Mark in PEIMS as appropriate.	
Student lives apart from parent/guardian for school purposes.	2. Send questionnaire to campus/district administrator.	
Student and parent live with another family-not homeless.	3. Questionnaires of qualified students.	

\_\_\_\_Student comes under the McKinney Vento Act.

#### 4. Discard questionnaires of non-qualifying students.

## **CONFIDENTIAL QUESTIONNAIRE FOR PARENTS**

Dear Parents:

Our school district is conducting a survey through use of this questionnaire to determine the number of migrant children residing in our district. Please fill out this form and return it to the school receptionist. **Thank you!** 

Stra	et Address
Stre	et Address
Date of birth	Place of Birth
Grade	Home/Cell Phone
Father's Name	Mother's Name
School (check one):	
Desert Mountain Elementary	Silver Valley Elementary
Faith Mather Sossaman Elementary	Queen Creek Elementary
Frances Brandon-Pickett Elementary	Newell Barney Junior High School
Gateway Polytechnic Academy	Queen Creek Junior High School
Jack Barnes Elementary	Eastmark High School
Katherine Mecham Barney Elementary	Queen Creek High School Crismon High School
Schnepf Elementary	Queen Creek Virtual Academy
1. Have you, your spouse, and/or your children r	oved to this school district within the past 12 mon
	Yes No

- \*Picking fruits/vegetables \*Ranch related work \*Dairy related work \*Orchard related work
- \*Irrigating soil, trees, plants \*Cultivating/harvesting trees \*Packing or processing fruits/vegetables \*Operating agricultural machinery

Yes\_\_\_\_ No\_\_\_\_



#### Arizona Department of Education Arizona Residency Guidelines 9/22/11

#### **INTRODUCTION**

Generally, under Arizona law, only Arizona residents are entitled to a free public education. The Arizona Department of Education ("Department") is a designated steward of state education tax dollars and is responsible for providing state aid to school districts and charter schools for students who reside in Arizona. Pursuant to A.R.S. § 15-823(J), 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. The residency 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. 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 may be required to repay the state aid received for that student.

#### 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.

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/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 United States passport
- Property deed
- Mortgage documents

- Property tax bill
- Rental agreement or lease (including Section 8 agreement)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)

2. **Parent(s) or legal guardian(s) that does not maintain 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 submit a signed, notarized affidavit bearing the name and address of 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 above bearing the name and address of the person who maintains the residence. A model affidavit is available for schools at: http://www.azed.gov/finance/files/2011/10/arizona-residency- guidelines.pdf .

#### **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 indicia 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.



## Arizona Department of Education Arizona Residency Documentation Form

Student	School
School District or Charter Holder	
Parent/Legal Guardian	
6	dent, I attest that I am a resident of the State of Arizona and submi e following document that displays my name and residential operty where the student resides:
<ul> <li>Valid U.S. passport</li> <li>Real estate deed or mortgage docum</li> <li>Property tax bill</li> <li>Residential lease or rental agreement</li> <li>Water, electric, gas, cable, or phone</li> <li>Bank or credit card statement</li> <li>W-2 wage statement</li> <li>Payroll stub</li> <li>Certificate of tribal enrollment or oth contains an Arizona address.</li> </ul>	t bill her identification issued by a recognized Indian tribe that r federal government agency (Social Security Administration,
• • • •	of the foregoing documents. Therefore, I have provided an original y an Arizona resident who attests that I have established residence ng the affidavit.

Signature of Parent/Legal Guardian

Date

## Queen Creek Unified School District Consent for Medical Treatment and Medical Information Form

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What is medication used for?		
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## **QCUSD Medication Administration Procedures**

In order for a student to receive medication during school hours:

- 1. Doctor's orders must be presented to the school.
- 2. Prescription medications must be in the original pharmacy container, labeled with the student's name, date, medication, dose, time to be taken at school, and length of treatment (ask the pharmacist to prepare a special container for school use).
- 3. **Parent/Legal Guardian Consent to Administer Medication** form must be signed and on file with the school nurse and/or health assistant. A release form is available through the health office.
- 4. Only the parent or legal guardian may bring the medication to school. Students are **NOT** allowed to transport medication **EXCEPT** an asthma inhaler and/or emergency Epi-pen (with a current prescription for the student). A prescription label **MUST BE ON** the inhaler/Epi-pen, **AND** the student's physician has signed that student is allowed to carry these medications.
- 5. Medication will be administered in the presence of the school nurse and/or health assistant, or in their absence, by the person designated by the school principal.

6. All over-the-counter medication must be approved by the Food & Drug Administration and be kept in original container with label and package directions. Only district approved OTC medication can be administered without a doctor's prescription. A physician's note will be required to give acetaminophen or ibuprofen for more than 5 days per month.

I authorize my child's health care provider to speak with the health office staff regarding my child's health and medication(s).

Student Name	_Grade
Doctor's Name	_Phone Number
Allergies	

I give Queen Creek USD staff permission to administer the following medications to my child following package directions and physician standing orders if medication is available in the health office. I also agree with the above QCUSD medication administration policy.

Choose either YES or NO for district approved medication (if available) to be given to your child:

- YES / NO Tylenol (acetaminophen)
- YES / NO Advil or Motrin (ibuprofen)
- YES / NO Anti-itch lotion (calagel, caladryl, cortisone cream)
- YES / NO Benadryl (diphenhydramine HCL)
- YES / NO Cough Drop
- YES / NO Neosporin (triple antibiotic cream)

Parent/Legal Guardian Signature

## Arizona Interscholastic Association Eligibility Warning

Including: Athletics, Spirit line and other AIA activities Read **BEFORE** Enrolling at Queen Creek High School

#### **Transferring Students**

If you are a transferring student please be advised that you will be ineligible to participate in at least 50% of AIA Power Ranking games for any sport you participated in the past 12 months unless:

\*\*You are entering the 9th grade or transferring into the state of Arizona for the first time.

Note: You establish Arizona Interscholastic Association eligibility at the first time you enter as a ninth grader.

List all schools, including City/State that you have attended:

9th Grade: \_\_\_\_\_\_11th Grade: \_\_\_\_\_

10th Grade: \_\_\_\_\_\_12th Grade: \_\_\_\_\_\_

Did you participate in any sports while at these schools? \_\_\_\_\_

If yes, please list what sport and grade\_\_\_\_\_

If yes AIA 550 Form must be completed - please visit AIA Online Student Transfer Form

Any concerns or questions, please speak with the site athletic director BEFORE you enroll.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_