



SAIS ID: \_\_\_\_\_ Grade: \_\_\_\_\_ ENROLLMENT: NEW ☐ CONTINUING ☐

**Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
(Apellido) (Primer nombre) (Segundo nombre)

Current Age(Edad): \_\_\_\_\_ Date of Birth: fecha de nacimiento(MM/DD/YYYY) \_\_\_\_\_ Gender(género): ☐ Female ☐ Male

Last School Attended: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_  
(última escuela que asistió) (último día de asistencia)

**Information below is for reporting demographic data of our student population when applicable. Completion is not condition of enrollment** (La información a continuación es para informar datos demográficos de nuestra población estudiantil cuando corresponda. La finalización no es una condición para la inscripción.)

Is Ethnicity Hispanic or Latino? Race: ☐ American Indian/Alaskan Native ☐ Native Hawaiian or Pacific Islander  
☐ Yes ☐ No ☐ Asian ☐ Black or African American ☐ White

**The questions below are only asked for continuation of services and completion is not a condition of enrollment** (Las preguntas a continuación solo se hacen para la continuación de los servicios y la finalización no es una condición para la inscripción)

Special Classes, Accommodations or Services(Check all that apply): ☐ English Language Development ☐ Gifted/Accelerated Program  
☐ Special Education ☐ 504 plan ☐ Current IEP ☐ Speech Therapy ☐ Other \_\_\_\_\_

What is the primary language used in the home regardless of the language spoken by the student?

¿Cuál es el idioma principal que se usa en el hogar, independientemente del idioma que habla el estudiante?

What is the language most often spoken by the student? ¿Cuál es el idioma que habla el alumno con más frecuencia?

What is the language that the student first acquired? ¿Cuál es el idioma que adquirió el estudiante por primera vez?

**Parent / Guardian Information Información del padre/tutor**

**Primary Contact**

Last Name(Apellido): \_\_\_\_\_ First Name (nombre): \_\_\_\_\_ Relationship(relación): \_\_\_\_\_  
Mailing Address(Domicilio): \_\_\_\_\_ Apt/Lot Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Occupation(Ocupación): \_\_\_\_\_  
Home Phone(teléfono): \_\_\_\_\_ Cell Phone(celular): \_\_\_\_\_ Work Phone(trabajo): \_\_\_\_\_  
Email Address: \_\_\_\_\_ MILITARY: ☐ Active ☐ Reserve Start Date: \_\_\_\_\_  
Lives with contact? ☐ Yes ☐ No Has Legal Custody: ☐ Yes ☐ No Ok to Pick up? ☐ Yes ☐ No  
OK to receive confidential school information in the mail (report cards, behavior information, etc...)? ☐ Yes ☐ No

**Secondary Contact**

Last Name(Apellido): \_\_\_\_\_ First Name (nombre): \_\_\_\_\_ Relationship(relación): \_\_\_\_\_  
Mailing Address(Domicilio): \_\_\_\_\_ Apt/Lot Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Occupation(Ocupación): \_\_\_\_\_  
Home Phone(teléfono): \_\_\_\_\_ Cell Phone(celular): \_\_\_\_\_ Work Phone(trabajo): \_\_\_\_\_  
Email Address: \_\_\_\_\_ MILITARY: ☐ Active ☐ Reserve Start Date: \_\_\_\_\_  
Lives with contact? ☐ Yes ☐ No Has Legal Custody: ☐ Yes ☐ No Ok to Pick up? ☐ Yes ☐ No  
OK to receive confidential school information in the mail (report cards, behavior information, etc...)? ☐ Yes ☐ No

**I hereby give my permission for my son/daughter's picture to be used anytime by Las Puertas Community School/StrengthBuilding Partners for the purpose(s) of recruiting and/or public relations.**

Por la presente doy mi permiso para que la foto de mi hijo / hija sea utilizada en cualquier momento por Las Puertas Community School / StrengthBuilding Partners con el (los) propósito (s) de reclutamiento y / o relaciones públicas ☐ Yes ☐ No \_\_\_\_\_(initial).

**I AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

(AFIRMO QUE LA INFORMACIÓN ANTERIOR ES VERDADERA Y CORRECTA A LO MEJOR DE MI CONOCIMIENTO)

Parent/Guardian Signature

Date

**FOR OFFICE USE ONLY**

SMS Entry Date: \_\_\_\_\_ Staff Intl \_\_\_\_\_ Student ID# \_\_\_\_\_ Grade: \_\_\_\_\_ Enrollment Date \_\_\_\_\_



## LAS PUERTAS COMMUNITY SCHOOL

100 W 37th Street

Tucson, AZ 85713

### Emergency Contact/Medical

Students Name \_\_\_\_\_ Grade \_\_\_\_\_

Transportation information and permissions:

The following people have permission to transport my child to/from school and/or in case of emergency. (aside from primary/secondary contact) Student **will not be released to anyone other than those listed, unless prior arrangements have been made and school officials have been notified.**

Información y permisos de transporte:

Las siguientes personas tienen permiso para transportar a mi hijo a / desde la escuela y / o en caso de emergencia. (aparte del contacto primario / secundario) El estudiante **no será entregado a nadie que no sean los enumerados, a menos que se hayan hecho arreglos previos y se haya notificado a los funcionarios de la escuela.**

- 1) \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_
- 2) \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_
- 3) \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature(firma)

\_\_\_\_\_  
Date (fecha)





## Las Puertas Community School

100 W 37<sup>th</sup> Street, Tucson AZ 85713

Phone: 520.546.9296 Fax: 520.884.0037

Email: Diana Leon at dleon@laspuertas.org

### **REQUEST FOR RELEASE OF STUDENT RECORDS** **SOLICITUD PARA CEDER REGISTROS DEL ESTUDIANTE**

Please forward the transcript (s) of/Por favor ceder los registros de: \_\_\_\_\_  
(Student Name)(Nombre Del Estudiante)

Date of Birth/Fecha de nacimiento: \_\_\_\_\_ Who enrolled in grade/Quien se matriculo en el grado: \_\_\_\_\_

At Las Puertas Community School on: \_\_\_\_\_ (Date)

The parent or guardian who has signed below has been informed of this transfer request and grants permission for the below mentioned information to be sent. If this student is a special education student, please forward such records as well.

El Padre o guardian que ha firmado, ha sido informado de esta transferencia y otorga el permiso para que la informacion mencionada sea mandada. Si el estudiante es un estudiante de educacion especial, por favor de mandar tales registros.

#### **Please send the following information/Por favor de mandar lo siguiente :**

- State testing Report Information(Az Merit)/Reportes informativos de examen del estado
- Birth Certificate/ Acta De Nacimiento
- Official Transcript or Report Cards/Boleta oficial de calificaciones
- Letter of Promotion (if applicable)/Carta de Promocion
- Test Scores (SELP/AZELLA Scores – oral, reading, writing)/Puntuacion en los examenes SELP y AZELLA
- Official Withdrawal Form/Forma oficial de retiro
- Grades to Date of Withdrawal/Calificaciones hasta la fecha de retiro
- Immunization Records/Health Records/Cartilla de vacunas/registro de salud
- Hearing and Vision Screening Results/Resultados de el examen de de vision y audicion
- Special Education Records: including IEP's, MET's Evaluations, Psychological Reports, Signed signature pages etc/Registros de educacion especial, IEP's etc.
- Disciplinary and Attendance Records/Registros de asistencia y disciplina

Please sign and complete the information below:/Por favor firmar y completer la informacion de abajo:  
Name and address of last school attended/Nombre y direccion de la ultima escuela asistida:

\_\_\_\_\_  
School Name/Nombre de la escuela

\_\_\_\_\_  
Address/Domicilio

\_\_\_\_\_  
City/Cuidad                      State/Estado                      Zip/Codigo Postal

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature of Parent/Guardian                      Date

**\*State Law 15-828 Paragraph F states that NO SCHOOLS SHALL WITHHOLD RECORDS DUE TO FINANCIAL DEBTS. \*New Federal Law 99.31- No parent or signature required for educational records to be sent to another educational agency.**

1<sup>st</sup> Request: \_\_\_\_\_ 2<sup>nd</sup> Request: \_\_\_\_\_ 3<sup>rd</sup> Request: \_\_\_\_\_





## Notification of Rights under FERPA for Las Puertas Community School

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Schools must notify parents and eligible students annually of their rights under FERPA. Las Puertas will include this notification in all enrollment packets as well as in all re-enrollment packets and has a link to this notification on its website ([laspuertas.org](http://laspuertas.org)).

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Las Puertas is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Las Puertas may charge a fee for copies.
- Parents or eligible students have the right to request that Las Puertas correct records which they believe to be inaccurate or misleading. If it is decided not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Las Puertas still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Las Puertas must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.



Schools may disclose, without consent, "directory" information. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Las Puertas' directory information includes:

- Student's name
- Grade level
- Degrees, honors, and awards received

The primary purpose of directory information is to allow the Las Puertas to include information from the child's education records in certain school publications only. These include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports/Fine Arts programs

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520



## Student Laptop/Hotspot Loan Agreement

A business class HP laptop will be loaned to the student named below under the following conditions:

- This student laptop loan agreement, which is signed by the parent/guardian, student and staff member of the school, will be kept on file at the school.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- The district does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer, or installed on the computer under any circumstances.
- Parents/guardians accept financial responsibility for cost related to damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored. For more information, refer to care of instructional materials in student manual.
- The school will provide a padded laptop bag, which fits inside any backpack. The laptop must be carried in the case, securely strapped at all times when not in use.
- The laptop, which is the property of Las Puertas Community School, must be returned prior to the end of the school year, or in the event of school change or early withdrawal.
- Las Puertas Community School has provided students with a "Digital Citizenship Orientation" and information for parents, via Open House events and handouts, including information about how to care for the device and how to make responsible use of technology.
- I have read the Acceptable Use Policy for Electronic Services for Students and Responsible Digital Citizenship Policy Agreement. We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the computer equipment described in this document.

We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the computer equipment described in this document.

Student Name (print) \_\_\_\_\_ Phone \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

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

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

Mobile Hotspot ID# \_\_\_\_\_.

Equipment returned (Date) \_\_\_\_\_ Receiving staff member \_\_\_\_\_

