

# STUDENT REGISTRATION CHECKLIST

SY 2021/22

Pillar Academy Online  
Enrollment & Records Center  
8433 N. Black Canyon Highway  
Suite 160  
Phoenix, Arizona 85021  
Phone & Fax: (888) 430-7701  
records@pillaracademyonline.com



Thank you for your interest in Pillar Academy Online. Below is a checklist to assist you with the application and required forms submission process. Complete all the forms listed below **after you have submitted your Enrollment Application** and have been admitted to the school. Please submit all required documents (other than the Enrollment Application) at one time.

| <input checked="" type="checkbox"/> When Completed | Required Form and/or Document   |
|--|---|
| <input checked="" type="checkbox"/>                | <b>Enrollment Application (Online or Paper Form)</b><br><i>Application must be complete, signed and dated. Do not resend if you have already submitted an application.</i>  |
| <input type="checkbox"/>                           | <b>Birth Certificate or Other Appropriate Documentation</b><br><i>Please submit one of the following: (1) A certified copy of the pupil's birth certificate; (2) Other reliable proof of the pupil'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 (3) A letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law.</i> |
| <input type="checkbox"/>                           | <b>Form B: McKinney-Vento Eligibility Questionnaire</b><br><i>Form must be complete, signed and dated.</i>  |
| <input type="checkbox"/>                           | <b>Form C: ESEA Student Eligibility Guidelines</b><br><i>Form must be complete, signed and dated.</i>   |
| <input type="checkbox"/>                           | <b>Form D: Arizona School Immunization Requirements</b><br><i>Provide a copy of the student's most recent immunization record.</i>  |
| <input type="checkbox"/>                           | <b>Form F: Student Records Request</b><br><i>Form must be complete, signed and dated.</i>   |
| <input type="checkbox"/>                           | <b>Form G: Parent &amp; Student Acknowledgments</b><br><i>Form must be signed and dated.</i>  |
| <input type="checkbox"/>                           | <b>Form H: Intended Full-Time Equivalency Enrollment Statement</b><br><i>Form must be signed and dated.</i>   |

**NOTE:** Form A (Home Language Survey) and Form E are included in the Student Enrollment Application. The forms listed above are required to complete the registration process.

# FORM B

## McKINNEY-VENTO ELIGIBILITY QUESTIONNAIRE



### McKinney-Vento Eligibility Determination Questionnaire

This questionnaire is intended to address the McKinney-Vento Act. Your answers will help administrators determine residency documents necessary for enrollment of this student and to determine services the student may eligible to receive. Please answer all six (6) questions below to help us determine McKinney-Vento eligibility.

**1. Presently, where is the student living (check one)?**

- in a shelter
- with more than one family in a house or apartment
- in a motel, car or campsite
- with friends or family members (other than parent/guardian)
- with parent or legal guardian

**2. How long has the student lived in your current residence?** \_\_\_\_\_

**3. Have you been forced in/from your current residence because of economic hardship or other hardship?**

- Yes
- No

If you answered yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4. Do you work in agriculture and does your residence depend on seasonal work?**

- Yes
- No

**5. Do you have a fixed and regular nighttime residence?**

- Yes
- No

**6. Is your nighttime residence adequate?**

- Yes
- No

Student's Name \_\_\_\_\_

Student ID \_\_\_\_\_

Student's Date of Birth (DOB) \_\_\_\_\_

AZEDS ID \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

# FORM C

## ESEA STUDENT ELIGIBILITY GUIDELINES



### ESEA Guidelines to Determine Student Eligibility

The Arizona Department of Education provides the following FY 2021/22 Income Guidelines for determining eligibility information for federal funding associated with programs funded under the Elementary and Secondary Education Act, ESEA.

Is your family at or below the current income guidelines based on the ESEA Eligibility Guideline schedule below (please check one)?

- Yes, using Indicator 1 (R)**
                 
  **Yes, using Indicator 2 (F)**
                 
  **Not Eligible (N)**

Definition of Income: all items such as wages and salaries before any deductions, and other income, such as self-employment, welfare, social security, retirement benefits unemployment compensation, workers compensation, Aid for Dependent Children, alimony, child support, pensions, insurance or annuity payments, etc.

If your family qualifies, please complete the following information for each child:

| Child's Name (only children ages 5-17 inclusive) | Name of School | Grade |
|--|----------------|-------|
|  |                |       |
|  |                |       |
|  |                |       |
|  |                |       |

I hereby certify that all of the above information is true and correct.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: These survey forms should be retained by the school or district and kept on file for a period of 5 years.  
ADE Revised June 1, 2011

| ESEA (Title I) INCOME Eligibility GUIDELINES |               |             |                        |                              |             |  |
|--|---------------|-------------|------------------------|------------------------------|-------------|--|
| July 1, 2021- June 30, 2022                  |               |             |                        |                              |             |  |
| <u>Income Eligibility 1</u>                  |               |             |                        |                              |             |  |
| HOW OFTEN INCOME WAS RECEIVED                |               |             |                        |                              |             |  |
| Family Size:                                 | Yearly        | Monthly     | 2 x Month (Bi-Monthly) | Bi-Weekly (Every Two Weeks ) | Weekly      |  |
| 1  | 16,744        | 1,396       | 698                    | 644                          | 322         |  |
| 2  | 22,646        | 1,888       | 944                    | 871                          | 436         |  |
| 3  | 28,548        | 2,379       | 1,190                  | 1,098                        | 549         |  |
| 4  | 34,450        | 2,871       | 1,436                  | 1,325                        | 663         |  |
| 5  | 40,352        | 3,363       | 1,682                  | 1,552                        | 776         |  |
| 6  | 46,254        | 3,855       | 1,928                  | 1,779                        | 890         |  |
| 7  | 52,156        | 4,347       | 2,174                  | 2,006                        | 1,003       |  |
| 8  | 58,058        | 4,839       | 2,420                  | 2,233                        | 1,117       |  |
| <b>Each Additional Member Add:</b>           | <b>+5,902</b> | <b>+492</b> | <b>+246</b>            | <b>+227</b>                  | <b>+114</b> |  |

| <u>Income Eligibility 2</u>        |               |             |                        |                              |             |  |
|------------------------------------|---------------|-------------|------------------------|------------------------------|-------------|--|
| HOW OFTEN INCOME WAS RECEIVED      |               |             |                        |                              |             |  |
| Family Size:                       | Yearly        | Monthly     | 2 x Month (Bi-Monthly) | Bi-Weekly (Every Two Weeks ) | Weekly      |  |
| 1                                  | 23,828        | 1,986       | 993                    | 917                          | 459         |  |
| 2                                  | 32,227        | 2,686       | 1,343                  | 1,240                        | 620         |  |
| 3                                  | 40,626        | 3,386       | 1,693                  | 1,563                        | 782         |  |
| 4                                  | 49,025        | 4,086       | 2,043                  | 1,886                        | 943         |  |
| 5                                  | 57,424        | 4,786       | 2,393                  | 2,209                        | 1,105       |  |
| 6                                  | 65,823        | 5,486       | 2,743                  | 2,532                        | 1,266       |  |
| 7                                  | 74,222        | 6,186       | 3,093                  | 2,855                        | 1,428       |  |
| 8                                  | 82,621        | 6,886       | 3,443                  | 3,178                        | 1,589       |  |
| <b>Each Additional Member Add:</b> | <b>+8,399</b> | <b>+700</b> | <b>+350</b>            | <b>+324</b>                  | <b>+162</b> |  |

# FORM D

## ARIZONA SCHOOL IMMUNIZATION REQUIREMENTS



### Arizona School Immunization Requirements

- Children must have proof of all required immunizations, or valid exemption, in order to attend the first day school. Arizona law allows exemptions for medical reasons, laboratory evidence of immunity and personal beliefs. Exemptions forms are available from schools and at [www.azdhs.gov/immun/idr\\_forms](http://www.azdhs.gov/immun/idr_forms).
- The record for each vaccine dose must include the date and name of doctor or clinic.
- The statutes and rules governing school immunization requirements are:
  - Arizona Revised Statutes 15-871 - 874
  - Arizona Administrative Code R9-6-701 – 708
- Check requirements for your child's age and grade level in the chart below and **submit a copy of your child's immunization record or valid exemption.**

| Age →                | Under Age 7   | 7-10 years   | 11 years and older  | 11 years and older   |
|----------------------|---|--|---|--|
| Grade →              | Kindergarten and above  | Kindergarten-5th grades  | 6th, 7th, & 8th grades ONLY   | 9th – 12th grades  |
| Vaccine ↓            |   |  |   |  |
| <b>DTaP/DTP/DT</b>   | <b>4-5 doses</b><br>At least 1 dose at 4 years of age or older is required. A 6th dose is needed if 5 doses have been given before 4 years of age.  | History of 4 DTaP or a total of 3 tetanus & diphtheria doses given after 12 months of age. | <b>1 Tdap dose</b> is required when <b>5 years</b> have passed since the last DTaP, DTP, DT or Td. Students starting or finishing the first 3 tetanus & diphtheria doses must receive only 1 Tdap as part of the 3-dose series. | Students who have not already received Tdap are required to receive <b>1 Tdap</b> dose when <b>10 years</b> have passed since the last DTaP, DTP, DT or Td. Students starting or finishing the first 3 tetanus & diphtheria doses must receive only 1 Tdap as part of the 3-dose series. |
| <b>Td</b>            |   |  |   |  |
| <b>Tdap</b>          |   |  |   |  |
| <b>Meningococcal</b> |   |  | 1 dose  | 1 dose recommended, but not required for 10th-12th graders in the 2011-2012 school year.   |
| <b>Polio</b>         | <b>3-4 doses</b><br>3 doses meet the requirement if the third dose was given at age 4 years or older. 4 doses meet the requirement even if all 4 doses were given in the first year of life.  |  |   |  |
| <b>MMR</b>           | <b>2 doses</b><br>A third dose will be required if the first dose was given before 12 months of age.  |  |   |  |
| <b>Hepatitis B</b>   | <b>3 doses</b><br>A fourth dose will be required if the third dose was given before 24 weeks of age.  |  |   |  |
| <b>Varicella</b>     | <b>1 dose if given before 13 years of age</b><br><b>2 doses if first dose was given at 13 years of age or later</b><br>Students attending school prior to 9/1/2011 with parental recall of chicken pox disease are allowed to continue attendance with parental recall of disease. As of 9/1/2011, students enrolling in school for the first time are required to present proof of varicella immunization, or valid exemption due to laboratory evidence of immunity, medical reasons or personal beliefs. |  |   |  |

# FORM F

## STUDENT RECORDS REQUEST FORM



### Arizona Student Records Request

PLEASE COMPLETE THIS FORM AND SEND A SIGNED COPY TO YOUR CHILD'S LAST SCHOOL OF RECORD

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

School Name: \_\_\_\_\_ School District Name: \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_ Last Grade Level: \_\_\_\_\_

The student listed above has applied for enrollment at Pillar Academy Online. Please forward the student's educational record including:

- Official Transcripts (via USPS Mail)
- Unofficial Transcripts (Email or Fax)
- Birth Certificate
- Immunization Record
- Achievement Scores – Standardized Test Scores, AIMS Test Results
- Withdrawal Form (Email or Fax)

The following is for official use only (please forward a copy of this request to the appropriate department/personnel):

- Psychological Records / 504 Plan
- Individualized Education Plan (IEP) / Special Education Notice
- Other: \_\_\_\_\_

#### AUTHORIZATION

I authorize the release of records for the above mentioned student to Pillar Academy Online.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

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

Please send all requested records to:

**Pillar Academy Online**  
8433 N Black Canyon Hwy – STE 160  
Phoenix, Arizona 85021

Phone: (888) 430-7701  
Fax: (888) 430-7701  
Email: records@pillaracademyonline.com

# FORM G

## PARENT STUDENT ACKNOWLEDGEMENTS

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### Parent & Student Acknowledgements

PLEASE READ THE STUDENT ACKNOWLEDGEMENT AND STUDENT ACCEPTABLE USE POLICY BEFORE SIGNING THIS FORM

We (the student and parent/legal guardian) acknowledge that we have fully read and understand all policies established in this enrollment application. By signing below, I (the parent/legal guardian) am also granting the student permission to access Pillar Academy technology resources. We also understand that it is impossible and impracticable for Pillar Academy to restrict access to all controversial materials/content, and will not hold them or related organizations responsible for such incidences.

Applicable students must also adhere to Arizona state law regarding standardized testing as stated in the Acknowledgement page of this application. Students MUST:

- Attend testing dates and take all required tests
- Arrange transportation to required testing locations
- Be withdrawn if they do not participate in required testing
- Pass all required exams to receive a diploma

#### VERIFICATION OF STUDENT ELIGIBILITY:

Pillar Academy is a State of Arizona funded program available to students living in Arizona and are not full-time students in another public school this year. I understand my child is eligible for this program because he/she meets the above criteria.

#### FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION:

The Family Education Rights and Privacy Act protect the privacy of your educational records. The organizational structure of Pillar Academy requires the dissemination of information by written correspondence, facsimile, electronic mail or some other form of distance communications. In order to maintain compliance with FERPA, we require your signature of release giving approval to use these methods of communication for the purposes of reviewing grades, academic progress, and releasing transcript information.

NOTE: Your signature is required on a separate form if you desire release of your child's educational records to individuals or entities other than yourself, parents, legal guardians, and/or school.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

**FORM H**  
**FULL-TIME EQUIVALENCY ENROLLMENT STATEMENT**

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**INTENDED FULL TIME EQUIVALENCY ENROLLMENT STATEMENT**

**(SY 2021/22)**

**To be eligible for Pillar Academy Online’s program, students are required to maintain a full-time student status and must attend a learning center on a daily basis (Monday-Friday).** Exceptions to the daily attendance requirement will be considered on an individual basis. In order to be considered for full-time work-from-home status, the student must be able to demonstrate a history of academic success within an online program and documentation verifying he/she has met the minimum required hours for full-time AOI students.

The requirements for full-time student status are:

1. The student must actively participate in the online program no fewer than 900 hours (54,000 mins) each year.
2. The student must be actively participating in his/her instructional program no less than 20 hours each week (if enrolled July-June) or no less than 25 each week (if enrolled August – May).
3. The PLATO curriculum only tracts time the student is actively participating in a tutorial, mastery test, midterm, or final exam. **All other activities must be kept in a daily log and submitted weekly to receive credit towards the minimum hours required each week.**

By signing below:

- a) I acknowledge that I have read and understand the requirements for maintaining full-time student status.
- b) I understand and agree that students have a minimum weekly time requirement for course work and attendance.
- c) Students enrolled July 1 – June 30 must maintain a weekly average of no less than 20 hours each week.
- d) Students enrolled August – May 31 must maintain a weekly average of no less than 25 hours each week.
- e) Students enrolled after August must maintain a weekly average of no less than 25 hours each week.
- f) **I understand my child must complete each semester course within 100 days. Failure to complete a semester course within 100 days will result in a letter grade of F and the course will have to be retaken.**
- g) **Furthermore, I understand that the student’s failure to actively participate, at a minimum, 20 hours each week (if enrolled July-June) or no less than 25 each week (if enrolled August – May) will result in the withdrawal of the student from the Online program and he/she will need to enroll at a district or other charter school.**

Parent/Guardian’s Signature: \_\_\_\_\_

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

Student’s Signature: \_\_\_\_\_

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

## **Student Acceptable Use Policy**

### **Terms and Conditions**

*The terms and conditions outlined below apply to Pillar Academy courses, communication systems, learning management systems, and other technological resources, which include but are not limited to learning center computers, Internet access, network resources, printers, scanners, and cameras.*

- Use resources only in order to achieve relevant educational goals.
- Immediately inform staff if inappropriate information is mistakenly accessed.
- Acknowledge that Pillar Academy email and other communication tools and resources are not private and may be read and monitored by school-employees as needed.
- Follow guidelines set forth in the Cyber-Safe course, including etiquette standards.
- Families are responsible for the appropriate storage and backup of data.
- Inappropriate use may result in disciplinary action up to and including expulsion.
- Pillar Academy provides filtered Internet access at established learning centers. While at home, the parent/guardian assumes responsibility for monitoring student activity.

### **Unacceptable use includes:**

- Submitting, displaying, or attempting to retrieve defamatory, inaccurate, abusive, obscene, profane, pornographic, sexually oriented, threatening, racially offensive, or illegal material.
- Posting or revealing student name, home or email address, phone number, photos, or other personal information, unless authorized to do so by staff and with permissions on file.
- Sharing password information with anyone other than parents and staff.
- Disrupting the educational process or negatively affecting students or staff, which includes non-essential use of excessive learning center bandwidth.
- Using resources for financial gain, political lobbying, fraud, or other illegal or activities.
- Attempting to harm, modify, add, or destroy information or devices, access confidential information belonging to students or staff, or in any way interfere with system security.
- Downloading or installing any programs, music, videos, or other files to learning center computers without permission or instructed to do so in course materials.
- Connecting or installing external devices to learning center computers without permission.
- Attempting to gain unauthorized access to or vandalizing files of another user.
- Committing plagiarisms or in any way infringing on copyright or trademark laws.
- Harassing, insulting, or attacking others or using obscene language.



# Family Educational Rights & Privacy Act (FERPA)

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.

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."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are 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. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school 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.
3. Generally, schools 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):
  - a. School officials with legitimate educational interest;
  - b. Other schools to which a student is transferring;
  - c. Specified officials for audit or evaluation purposes;
  - d. Appropriate parties in connection with financial aid to a student;
  - e. Organizations conducting certain studies for or on behalf of the school;
  - f. Accrediting organizations;
  - g. To comply with a judicial order or lawfully issued subpoena;
  - h. Appropriate officials in cases of health and safety emergencies; and
  - i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. 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. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

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

# Child Find Policy

Pillar Academy (the School) will identify, locate, and evaluate all children, within its population served, with disabilities who are in need of special education and related services. The School's Child Find activities must include any student who is suspected of being a child with a disability and in need of special education, even though the student may be:

- advancing from grade to grade or
- highly mobile, including a migrant student.

The School will inform the general public and parents, within its population served, of its responsibility for special education services for students aged three (3) through twenty-one (21) years and how those services may be accessed, including information regarding early intervention services for children aged birth through two (2) years. Services for an eligible student with a disability will extend through conclusion of the instructional year during which the student attains the age of twenty-two (22).

For each new student, the School will review enrollment data and educational performance at prior schools then complete, within forty-five (45) days following the date of enrollment, a screening for identification of possible disabilities. Screening procedures will include vision and hearing status as well as consideration of the following areas:

- cognitive or academic,
- communication,
- motor,
- social or behavioral, and
- adaptive development

Within 10 school days following identification, any concerns noted during the screening will be shared with the parent, guardian, or adult student, and an explanation of the School's follow up procedures will be provided.

A parent, guardian, or student may identify a developmental or educational concern or request an evaluation for the purpose of identifying disability and the need for special education and related services. Within 10 school days following the identification or request, an explanation of the School's follow procedures will be provided.

A student will be referred to the School's administrator for consideration of the need for a full and individual evaluation or other services if:

- a history of special education is identified during the review of enrollment data and records from prior schools,
- concerns are identified during the School's screening process,
- developmental or educational concerns are identified by the parent, guardian, or student, or the parent, guardian, or student requests an evaluation.

# Acknowledgements

1. I verify that all information provided on the enrollment forms is correct and all questions were answered truthfully.
2. I have read the rights under the FERPA (Family Educational Rights Privacy Act).
3. I understand and agree that students may have a minimum weekly time requirement for course work and attendance. Failure to meet these requirements will affect the student's enrollment status in Pillar Academy's programs.
4. I shall read and abide by Pillar Academy's policies and procedures as stated in the student handbook.
5. I understand and agree that all school work must be original and performed by the student that is enrolled. It is the responsibility of the parent/guardian and student to uphold Pillar Academy's commitment to honesty and integrity.
6. Standardized Testing (AzMERIT, AIMS, STAR Math & Reading) acknowledgement for applicable students, as stated by Arizona law:

Student will:

- Attend testing dates and take all required tests
- Arrange transportation to required testing
- Be withdrawn if they do not participate in required testing
- Pass all required exams to receive a diploma