

STUDENT REGISTRATION

Sec. 3314.041. The governing authority of each community school and any operator of such school shall distribute to parents of students of the school upon their enrollment in the school the following statement in writing:

"School Name is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Department of Education."

STUDENT	INFORMATION							
			First name					
Was the stu	udent born outside o	of the U.S.?	If born outside the	U.S., when did the stu	dent enter U.S. s	schools?		
City of birth	l	Grad	de Sex M or	F (circle one) Birth da	te/	/Social Security#		
PREVIOUS	SCHOOL INFORM	IATION						
Name of las	st school attended		Dates attende	ed//		/ Telephone numb	oer	
City		s	itate ZIP	School district in which	parent or guardia	an lives		
FAMILY IN	FORMATION							
	Last	name	First name	Employer	English proficient	Other language spoken and/or read	Daytime phone	Evening phone
Father					Yes or No			
Mother					Yes or No			
Step-parent					Yes or No			
Guardian					Yes or No			
Guardian					Yes or No			
Student lives	with:	check 1		Informatio	n on other childre	en in home		
Parents			Name o	f other children in home)	Birth date	Grade]
Father & step	omother							1
Mother & step	pfather							1
Mother only								1
Father only								1
Guardians								1
Court-appoint	ted guardians							1
Foster parent	ts							
	please check the box erican or Aleutian		nis student <i>(optional)</i> Asian or Pacific Islander	□ African Ame	ican	□ Hispanic/Latino	□ Caucasian, noi	n-Hispanic origin
	d's native tongue a l ary Language used i		an English? ne or environment a languag	e other than English?	Yes or No	If yes, what is your child's	native tongue?	
Signature o	of Parent/Guardian				Data	Enrolled		





s the student born in the US?	Yes or No	Copy of birth certificate?	Yes or No	Social Security card?	Yes or No	2 forms	of proof o	f residency?	Yes or N
		.,		,				·	
		EMERGEN	CY PF	ROCEDURE	CARE)			
Date of admission			Date of I	release			Grade		
Child's name (including last, first,	middle initial)		Child's a	ddress (including house num	ber and street,	building/apartm	nent numbe	er)	
Child's date of birth	Home p	hone number	City				State	ZIP Code	
Residency information									
Student lives with (please circle Father's/legal guardian's nam		mother, father, stepmother	, stepfather,	other (explain): Mother's/legal guardian	's name				
- autor shogar gaardian s nam									
Home address (if not child's addr	ress)			Home address (if not chil	d's address)				
City	State	ZIP Code		City		State	Z	IP Code	
Employer name		-		Employer name					
Employer address				Employer address					
City	State	ZIP Code		City		State	Z	IP Code	
Employer phone number	Hours o	f employment		Employer phone number Hours of		Hours of e			
		a.m. to	p.m.				a.m.	ιο	p.m
Contact instructions									
Please indicate whom we sho	uld contact in	case of an emergency (oti	her than parei	Daytime phor	ne·	1			
i dilolod.				Alternate phor)			
2 nd choice:				Daytime phone: ()					
				Alternate phone)			
Doctor:				Office phor)			
Name(s) of person other than	parent or leg	al guardian to whom child	may be relea	Alternate phone ased:):)			
Please indicate whom we sho	uld contact in	case of an early dismissa	l (other than p		/	١			
1 st choice:				Daytime phor Alternate phor)			
2 nd choice:				Daytime phor	$\overline{}$)			
2 010000				Alternate phone)			
Are there any restrictions on y	our child's ac	tivities at school? Yes	or No If \	es, please explain.		,			
Is there any medical information	on/concern ye	ou would like to share with	the school v	vhich might help better se	rve your chi	ld? This infor	mation is	confidential.	
In account apparent of ar divers	od paranta a	ro thoro any logal rostrictio	ne on the re	lease of child to either pa	rant? If so r	rovide a con	v of form	al documentat	ion to





Emergency instructions							
Emergency instructions							
□ I give permission to Pontiac Academy for Excellence to secure emergency medical and/or surgical tr	eatment for the above na	amed minor cl	hild while in its care.				
□ I do not give permission to Pontiac Academy for Excellence to secure emergency medical and/or sur	gical treatment for the a	bove named r	ninor child while in its				
care.							
Hospital preferred in case of emergency:	Phone: ()					
Health insurance policy name and number:							
Allergies:							
Signature of Parent or Guardian Date							
DECLIEST FOR DELEASE OF STUDENT DECORDS							

Please forward the transcript(s) of______, born ____/___,

	(print stu	ıdent's full name)		(birth date)
Pontia 196 Ce	n grade atSend c Academy for Excellen sar E. Chavez Ave c, MI 48342			
Parents Please sign an	d complete the information	on below as a req	uest for release of you	child's student records.
Name and add	ress of school last attend	led:		
School Name:				
Address:				
City:				
State:	ZIP			
Phone:	(

Signature of Parent or Guardian

Date

AFFIRMATION OF PRIOR DISCIPLINE RECORD

Check the appropriate box, provide all appropriate information and sign this document.

I affirm that the information provided here is true and that any false statement may result in forfeiting my child's enrollment privileges at **Pontiac Academy for Excellence**.





□ The unders	igned a	•	led from any school from a school.	l.	
		en suspended o description of th		provide the school name, date of suspension and/or expu	lsion,
Signature of	f Paren	t or Guardian		Date	
Signature of	f Schoo	I Name Staff N	/lember	Date copy sent for verification	
Former sc Name and ac		l istrict f responding sc	hool district:		
School Nam	ne:				
Address:					
City:					
State:					
Phone:	()			
Please check According t		cords, we verify	that the informatior	n provided above by the parent/student is correct.	
			mation provided abo or expulsions is attac	ove by the parent/student is not correct. Appropriate ched.	
Signature a	nd title c	of sending distric	ct administrator	Date	

NATIONAL SCHOOL LUNCH PROGRAM NOTIFICATION

Pontiac Academy for Excellence participates in the National School Lunch Program (NSLP). The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established





under the National School Lunch Act, signed by President Harry Truman in 1946.

To find out if your student qualifies for free or reduced lunch rates for the 2023-2024 school year, please request the appropriate paperwork from the **Pontiac Academy for Excellence** office. Forms and guidelines will be available after September 1st.

FOR SCHOOL USE ONLY	
Date of follow-up contact with parent to complete paperwork/(if registration packet completed before March 31, 2023)	
Free and reduced lunch paperwork for the 2020-2021 school year must be included with registration packets distributed after March 31, 2023. Do not use paperwork from the previous school year.	





INCLUSIVE EDUCATION

IDEIA 2004 states that, to the maximum extent appropriate, children with disabilities should be educated with children who are not disabled. Special classes, separate schools or other removal of children with disabilities from the regular educational environment should occur only when the nature or severity of the disability of a child is such that education within regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Pontiac Academy for Excellence embraces this philosophy, believing that special education students can best be educated in the regular classroom. Our teachers accept responsibility for all students in their classroom and modify, accommodate and adjust teaching techniques and classroom activities to meet the learning abilities of all children.

Please indicate on the Special Education Records Request form in this registration packet if your child has an Individual Education Plan in place. You will receive an invitation from the intervention specialist or resource teacher to attend an IEP meeting, if necessary, within the first month of your child's enrollment at our academy.

The following signature indicates that I understand the	e instructional philosophy of the school.
Signature of Parent or Guardian	Date

The academy is participating in an effort to identify, locate and evaluate all children who may have disabilities. For more information regarding assistance for students with disabilities or if you suspect a child may have a disability, please contact the school leader.





SPECIAL EDUCATION RECORDS REQUEST

Please complete this form for all new students who were enrolled in special education at their previous school. This request will then be forwarded to the special education department of your child's previous school district.

Student Name	Grade	Date of Birth	
Parent(s) Name	Phone	e Number	
Address	City	·	_ ZIP
Previous District Attended	Scho	ool Building:	
Address:	_ City:	State:	ZIP
Phone: (
Disability			
District Contact Person		Phone	
Date of last Individual Education Plan (IEP) _			(please attach a copy)
Please sign below so that we may request yo reports, Multidisciplinary Team Reports and I	•		ng all evaluation
I grant permission for Pontiac Academy for	Excellence to receive	e the special education	records for my
child(please print name)	from(please	print name)	school district.
Signature of Parent or Guardian		Date	<u> </u>
FOR SCHOOL USE ONLY Date form forwarded to special education teacher/_			
Date records requested from previous school/			
Date records received from previous school/			





FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that **Pontiac Academy for Excellence**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Pontiac Academy for Excellence** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow **Pontiac Academy for Excellence** to include this type of information from your child's education records in certain school publications.

Examples include:

A playbill, showing your student's role in a drama production;

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want **Pontiac Academy for Excellence** to disclose directory information from your child's education records without your prior written consent, you must notify the District.

Pontiac Academy for Excellence has designated the following information as directory information:

Student's name
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Photograph
Degrees, honors, and awards received
Date and place of birth
Major field of study
Dates of attendance
Grade level

The most recent educational agency or institution attended

Military Recruiter Notification (applicable only to students enrolling in grades 11 and 12)

School Name shall provide military recruiters the same access to high school students as is provided generally to higher education institutions, community colleges and prospective employers.

If you do not want your student's name, address and telephone listing released to armed forces recruiters, please complete the following portion of this form. Your statement of objections will be placed in your child's records and we will not release this information to military recruiters without your written consent.

Do not release the name, address and telephone listing for my student,	5
to military recruiters without my prior written consent.	





Signature of Parent or Guardian (or student if 18 years or older)

/ Date

MEDIA RELEASE
Please check the boxes of the items you would like to allow your child to participate in and sign below.
□ News Information Release There may be times during the school year when the academy, The Leona Group, news media or others wish to photograph or videotape your child at Pontiac Academy for Excellence for use in print, video, Internet or other communications methods.
I give my permission to Pontiac Academy for Excellence to provide information concerning school activities with my child to the general news media. I also give my permission for my child's name, portrait, picture or voice to be used for display or in promotional material in a variety of mediums for the academy or its management company, The Leona Group, and/or in local media coverage of academy events.
□ Communication Release There may be times during the school year when the academy, The Leona Group or others wish to identify your student by name and grade in newsletters, publications or yearbooks.
I give my permission to Pontiac Academy for Excellence and its management company, The Leona Group, to identify my child by name and grade in newsletters, publications or yearbooks.
□ Artwork Release There may be times during the school year when the academy, The Leona Group, news media or others wish to use artwork created by your child at the academy for use in print, video, internet or other communications methods.
I give my permission to Pontiac Academy for Excellence to provide information concerning school activities with my child to the general news media. I also give my permission for my child's name, portrait, picture or voice to be used (both now and in the future) for display or in promotional material in a variety of mediums for the academy or its management company, The Leona Group, and/or in local media coverage of academy events.
I acknowledge that subsequent to the date my child ceases to be enrolled at Pontiac Academy for Excellence , I may revoke the foregoing grant of permission by providing Pontiac Academy for Excellence , with specific written notice of such revocation.
Student's Name (please print)
Signature of Parent or Guardian Date MEDICATION
THE LEONA GROUP



Physicians may find it necessary to prescribe medication to be given during school hours. If your child is taking any medication it must be dropped off at the school office by the parent, accompanied by the primary care physician's written instructions. *A form is available in the main office to have filled out by your primary care physician.*

Such medication must be in its original container and accompanied by the physician's written instructions, containing the following information:

- 1. Student's name
- 2. Name of prescribing doctor
- 3. Name of medication
- 4. Instructions such as dosage and time to be given

Student's Name		Birth Date				
Name of Medication	Diagnosis/	Ourpose of Medication				
Form of Medication □Tablet/Ca	apsule _Liquid _Inhaler _Inje	ection Nebulizer Other				
Dosage	Frequency	Time				
How is medication to be admin	istered?					
Should the school be aware of any adverse reactions or precautions?						
Home Phone	Emer	gency Phone				
Doctor's Name	Doctor's	Phone				

The undersigned parent/guardian authorizes **Pontiac Academy for Excellence** through its administrators and/or staff to administer medication or to supervise the taking of medication by my child.

It is understood that the undersigned parent/guardian shall immediately notify school personnel in writing in the event the prescription shall be discontinued or modified. Refills of the prescription shall be the responsibility of the parent/guardian.

Further, the undersigned shall release and indemnify **Pontiac Academy for Excellence** and its employees from any liability or damage which may result from the administration of said medication as prescribed by the physician.





Signature of Parent or Guardian	Date

IMMUNIZATION

State law prohibits a principal or teacher from admitting new entrants to school without a record of having received at least one dose of each of the following: measles, mumps, rubella, polio, diphtheria, tetanus, pertussis and hepatitis B. Children who have not received the required immunizations will be excluded from school until parents provide proof that all required immunizations have been received or until the school has a waiver on file. To remain in school, parents must provide the school with a record showing that the student has received all of the following immunizations:

Immunization schedule

Ages 4 – 6	Ages 7-18			
4 doses are required. If a dose was not given on or after the 4th birthday, a booster dose of DTP is required. Most children will have 5 doses.	4 doses are required. If a dose was not given in the last 10 years, a booster dose of Td is required.			
3 doses are required. If the last dose was not given on or after 4th birthday, a booster dose is required. Most children will have 4 doses.	3 doses are required.			
2 doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose.	2 doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose.			
3 doses are required. Minimum of 28 days between 1st and 2nd doses; minimum of 56 days between 2nd and 3nd doses; minimum of 4 months between 1st and 3nd doses; and 3nd dose must be administered on or after 24 weeks or 168 days of age.				
1 dose required on or after 1 st birthday.	1 dose required if received on or after the 1st birthday but prior to the birthday OR 2 doses required, administered at least 28 days apart, if child received the 1st dose on or after the 13th birthday.			
	4 doses are required. If a dose was not given on or after the 4th birthday, a booster dose of DTP is required. Most children will have 5 doses. 3 doses are required. If the last dose was not given on or after 4th birthday, a booster dose is required. Most children will have 4 doses. 2 doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose. 3 doses are required. Minimum of 28 days between 1st and 2nd doses; min between 1st and 3st doses; and 3st dose must be administered on or after 2			

^{*} Children ages 4-6 must have 4 doses of pertussis. DT is only accepted if a signed waiver is on file for that particular dose of pertussis vaccine.

Student's immunization records

Please complete this table if it is not possible to make copy of Student's Immunization Record. Make two copies, send original to **Pontiac Academy for Excellence** and keep one for your records.

 Immunization
 Month/Day/Year
 Month/Day/Year
 Month/Day/Year
 Month/Day/Year

 Diphtheria
 Immunization
 Immunization
 Month/Day/Year

 Tetanus
 Immunization
 Immunization
 Month/Day/Year

 Pertussis
 Immunization
 Immunization
 Immunization
 Month/Day/Year

 Polio
 Immunization
 Immunization

Immunization waiver

A parent or guardian wishing to exempt his/her child from a particular vaccination must provide a written statement indicating the religious or philosophical objections to the vaccination(s). A child who has been exempted from a vaccination is considered susceptible to the disease or diseases for which the vaccination offers protection. That child will be subject to exclusion from the school or program if an outbreak of a vaccine-preventable disease to which s/he is susceptible occurs.

By signing this waiver, you acknowledge that you are placing your child and others at risk of serious illness should s/he contract a disease that could have been prevented through proper vaccination.

	ect to having my Diphtheria		Pertussis		Measles		Rubella	Varicella (Chickenpox)
	Tetanus		Polio		Mumps		Hepatitis B	Other
Reason:								



^{**} Reliable history of chickenpox vaccine is acceptable in lieu of the vaccine



Stud	dent's Name (PLEASE PRINT)	
Sign	nature of Parent or Guardian	Date
	MILITARY CONNECTE	D STUDENTS
stuc The	ccordance with the Every Student Succeeds Act (ESSA), seem is a dependent of a parent or a legal guardian who is a Armed Forces will include the following: Air Force, Air Natard, Marine Corps, and Navy.	a member of the Armed Forces, on active duty.
Plea	ase check the appropriate box below, provide all appropria	te information and sign this document.
	Student Name member of the Armed Forces (Air Force, Air National Gumarine Corps, and Navy).	is not a dependent of an active duty ard, Army, Army National Guard, Coast Guard,
	Student Name of the Armed Forces (Air Force, Air National Guard, Army Corps, and Navy). Please provide (print) the name(s) of the active duty provide (print) the name (s) of the active duty provide (print)	•
Plea	ase inform Pontiac Academy for Excellence if the above	e information changes.
Sign	nature of Parent or Guardian	 Date





INTERNET ACCEPTABLE USE POLICY

Prior to receiving authorization to use the Internet, students and their parents/guardians must sign the following permission and contract document.

Parents

I give permission for my child to participate in the use of the Internet, a worldwide telecommunications network. I realize that (s)he will be able to access major networks throughout the world using the Internet. I understand that this access is designed and intended for educational purposes only. I also understand that the student will receive instruction in the appropriate use of this resource.

I realize the Internet contains material that is inappropriate for school purposes. I support the school's position that students are responsible for not accessing such material. Such unacceptable use of the network will result in the suspension of all privileges. I will not hold **Pontiac Academy for Excellence** accountable for unsuitable materials acquired by the student through Internet usage for school.

I acknowledge that I have read the Internet Acceptable Use Policy.

Student's Name (please print)					
Signature of Parent or Guardian					
for school use and, therefore, wi impossible for Pontiac Academ ; hold them responsible for materi the regulations in this policy is un	table Use Policy. I understand that the Internet contains material inappropriate II take personal responsibility not to access this material. I recognize that it is y for Excellence to prevent access to all controversial materials, and I will not als found or acquired on the network. I further understand that any violation of nethical and may constitute a criminal offense. Should I commit any violation, toked and appropriate school discipline and/or legal action may be taken.				
Student's Name (please print)	Grade				
Signature of Student	HOME LANGUAGE SURVEY				





The is collecting information regarding the language background of each of its students. This information will be used by the district to determine the number of children who should be provided bilingual instruction according to Sections 380.1151 – 380.1158 of the School Code of 1976, Michigan's Bilingual Education Law. Would you please help by providing the following information? Thank you very much for your cooperation.

Name of Student	Grade	Age					
School Building							
1. Is your child's native tongue a language of	ther than English? Yes	or No					
What is that language?	What is that language?						
2. Is the primary language1 used in your chi	ld's home or environmen	ta					
language other than English?							
Yes							
No What is that language?							
Signature of Parent Address Date							
or Guardian							
1							
"Primary language" means "dominant langua	age used by a person for	communication."					
*Translation of this survey form in Spanish,	Arabic, French, Italian, ai	nd Ojibwa is available					
at the Office of Field Service.							
Signature of Parent or Guardian		Date					





STUDENT RESIDENCY

By completing this questionnaire, you help the school comply with the McKinney-Vento Act, Title X, Part C of the No Child Left Behind Act. Your truthful and accurate answers help the school identify services that the student may be eligible to receive.

Student's Name				
Date of Birth	Age	Sex	□ Male	□ Female
Parent(s) Name			_ Phone	
Number				
Address	City			_ZIP Code
 1. Where is the student living now? In a shelter In a car In a motel or hotel In a trailer park or campsite With more than one family in a With friends or family member None of the above If you checked the box marked form. Please sign below and rete 2. Does the living arrangement ma Yes No Unsure 3. The student lives with: 1 parent 2 parents 1 parent and another adult A relative, friend(s) or other adult Alone with no adults An adult who is not the parent 	a house or apartment is other than parent or guillent of the above" you wirn a copy of this form the rked in Question 1 resudult(s)	u do not ha	ol office.	
Signature of Parent or Guardian			Date	

FOR SCHOOL USE ONLY

- □ Student not covered by McKinney-Vento Act
 □ Student covered by McKinney-Vento Act
- □ Follow-up required





Contact person at the student's school who may know of the family situation:					
Name	Phone number				



FAMILY FEEDBACK

Da	ate/						
ma					mitted to serving our families Your feedback is very importa		
	ow did you hear about <mark>Pontia</mark> Newspaper ad Newspaper article Website Re-enrolling	_ _ _	demy for Excellence? Radio commercial TV commercial Billboard Facebook		Flier Postcard in mail Referral , friend or relative Billboard		□ Saw building or sign □ Other:
W	hat words would you use to declarate Quality education Caring staff Small school atmosphere Close to my home		e why you and your child Safe, secure building Transportation Uniforms School leader		ntiac Academy for Excellen Family-oriented Good reputation Best option available Attention given to student and family needs		Curriculum focus Diverse student body
	you called for information, wa Yes No, please explain:			•			
				•	swered promptly in a friendly	and	I courteous manner?
If y		rmatio	n, were you greeted prom	ptly in a fr	iendly and courteous manner	·?	
W	ere all of your questions rega Yes No, please explain:	arding t	he school answered to yo	ur satisfad	ction?		

Other comments:

Please use this area to share any other comments you have.



Pontiac Academy for Excellence

INSERT YOUR ACADEMY'S DAILY SCHEDULE BELOW

EXAMPLE BELOW

6:30 a.m. Office Opens

7:55 a.m. Students Dismissed to Classrooms

7:55 a.m. - 8:10 a.m. Breakfast

8:10 a.m. Tardy Bell

8:10 a.m. - 1:00 p.m. Core Curriculum

10:30 a.m. - 1:00 p.m. Lunch Times Vary by Grade Level

1:00 p.m. - 3:40 p.m. Core Curriculum

3:40 p.m. - 3:50 p.m. Dinner

3:50 p.m. Dismissal









MISSION STATEMENT

[INSERT YOUR ACADEMY'S MISSION STATEMENT]

VISION STATEMENT

[INSERT YOUR ACADEMY'S VISION STATEMENT]

, parent of						
Parent's Name (please print)	Student's Name (please print)					
support the mission,vision and educational goals of Pontiac Academy for Excellence.						
Signature of Parent or Guardian	Date					

