



HEARTWOOD

CHARTER SCHOOL

Enrollment for Heartwood for the 2019-2020 School Year:

Thank you for your interest in Heartwood Charter School. Below you will find our application for admission for the 2019-2020 school year. Please read through each page to make sure you submit all of your documents. We can only enroll your child once we have all the necessary documents.

Part 1: Enrollment Application

Please fill out the application form including both student and family information. This information is required for both our records and for state and federal reporting. (the application itself is 3 pages total)

Part 2: Registration Materials

The documents below are required before we can confirm your child's acceptance into Heartwood Charter School.

1. Child's Proof of Age
2. Proof of Identification of Parent/Guardian
3. Child's most recent immunization record
4. Proof of residency
5. Release of Records Request (Not required for entering Kindergarten students)
6. Family Educational Rights and Privacy Notification
7. Household Income Data Collection
8. Media Release
9. Health Examination Form (for students entering public school for the first time)

Important Information for Applicants regarding age requirements:

Kindergarten Eligibility:

Age eligibility for **K1 (1st year Kindergarten or transitional Kindergarten)** enrollment: For the 2019-20 school year, a child must have his/her 5th birthday between September 2, 2019 and December 2nd, 2019, to be eligible to attend K1. Students who turn 5 after December 2nd may be eligible for K1 after their 5th birthday. Please contact us for more information.

Age eligibility for **K2 (2nd year Kindergarten)** enrollment: For the 2019-20 school year, a child must have his/her 5th birthday on or before September 1, 2019, to be eligible to attend Kindergarten. (For the site-based Bothin program, students must be 5 on or before June 1, 2019).

Grades Eligibility:

Your child must be turning 5+ their grade on or before September 1, 2019 (e.g. A 1st grader must be turning 6 by June 1, 2019). (For the site-based Bothin program, students must be 5 on or before June 1, 2019).

Student Full Name _____

Student Home Phone _____



Registration Materials

The Parent or guardian must provide the following items in order to enroll their child in any of our programs. Please only include scans or clear photographs of the original documents:

- **Child’s Proof of Age** – In order of desirability is the child’s original birth certificate or the child’s passport. When neither of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. The original must be either photographed or scanned. We will not accept copies of a copy.
- **Proof of Identification of Parent/Guardian is required** to verify the person registering a child or proving residency is the legal parent/guardian. The parent/guardian is to provide one of the following: Valid State Driver License, Valid State Photo or Identification Card, Valid Passport, or Government-Issued Photo Identification. The original must be either photographed or scanned. We will not accept copies of a copy.
- **Child’s Most recent Immunization Record** – At the time of in-person registration, your child's most current immunization record is required. If your child is not fully immunized and your child is attending an on-site program **more than two days a week** then you must provide a medical exemption waiver or a personal belief exemption dated before July 1, 2016 (and your child cannot have passed the threshold for Kindergarten, or 7th grade) for your child attend the site-based program.
- **Proof of Residency** : **One document from each** of the below columns is required as proof of residency.

<u>Column 1</u>	<u>Column 2</u>
<ul style="list-style-type: none"> • Homeowners: property tax bill, or receipt of property tax payment. We will accept current closing statement or deed for newly purchased properties. • Renters: current Lease Agreement with Manager/Landlord's contact information and signatures. All pages of the original lease, including signature pages, are needed. 	<ul style="list-style-type: none"> • Confirmation of service for utilities (water, electric, gas, refuse); or cable; or internet. • Voter registration card • Correspondence from a government agency to your address. • DMV vehicle registration

Student Full Name _____

Student Home Phone _____



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Release of Records Request

The School where records and confidential information are already on file. Only fill this out if your child has previously been enrolled in a public school:

School: _____

Address: _____ City/State/Zip: _____

Date of withdrawal from prior school: _____

Phone: _____ Fax: _____

The Federal Family Rights and Privacy Act of 1974 and the California Law (Ed. Code 49068) do not require the school forwarding pupil records to obtain parent permission to release the records. Please forward all cumulative records, Special Education records, health records and other pertinent information for the student(s) listed below who have now enrolled in our school. Thank you.

_____	_____	_____
Student Name	Birthdate	Grade

_____	_____	_____
Student Name	Birthdate	Grade

_____	_____	_____
Student Name	Birthdate	Grade

SEND TO: School: Heartwood Charter School

Address: 170 Liberty School Road

City/State/Zip: Petaluma, CA 94952

Phone: (707) 684-9244 Fax: _____

_____	_____	_____
Date	Name of Parent/Guardian	Signature of Parent/Guardian

Student Full Name _____

Student Home Phone _____



Family Educational Rights and Privacy Notification

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."

- 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.
- 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.
- 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):
 - 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.

To best serve our students, Heartwood Academy requests parental consent to disclose the student's name and address to the above entities.

I hereby agree that my student's name, address, and other information as necessary, be provided to ensure that Heartwood Charter School can best meet the educational needs of my child.

Name of Parent/Guardian

Signature of Parent/Guardian

Date

Student Full Name_____

Student Home Phone_____



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Household Income Data Collection – Heartwood Charter School

Household Last Name: _____ Phone: _____ E-mail: _____

PART I: Fill in the following information for children living in your household					
Name of Child(ren) attending a California K-12 Public School			School Attending	Birth Date	Grade Level
Last	Middle	First			
1.					
2.					
3.					
4.					
5.					
6.					

PART II: Fill in the following information for Household Size	
Total number of adults and children in Household:	
Circle one: 1 2 3 4 5 6 7 8 Other _____	
See back of this form for information on household size.	

PART III: Fill in the following for each source of Household Income					
Household Income reported by Frequency:					
Household Members	Amount if Paid Weekly	Amount if Paid Twice Per Month	Amount if Paid Every Other Week	Amount if Paid Monthly	Amount if Paid Annually
1.	\$	\$	\$	\$	\$
2.	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$
All Additional Income	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
Multiply Subtotal by:	X 52	X 24	X 26	X 12	
Total Income by Frequency	\$	\$	\$	\$	\$
Total Household Income (sum of all columns):					\$

PART IV: Signature		
<i>I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.</i>		
Signature of Adult Household Member Completing this Form	Date	Printed Name of Adult Household Member Completing this Form

Student Full Name _____

Student Home Phone _____



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The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

Who should I include in "Household Size"?

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do *not* include them.

What is included in "Total Household Income"? Total Household Income includes all of the following:

- **Gross earnings from work:** Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources, including any amount received from CalWORKs.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker's compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. *Do not* include Military Privatized Housing Initiative or combat pay.
- **Overtime Pay:** Include overtime pay *ONLY* if you receive it on a regular basis.

How do I report household income for pay received on a weekly, twice per month, every other week, monthly, and annual basis?

- For each household member determine the frequency in which income is received (weekly, twice per month, every other week, monthly, or annually) and enter amount in appropriate column. For example, if you are paid twice per month report the gross amount of your paycheck in the appropriate column.
- Repeat these steps for each source of income for each household member. If you have more sources of income than columns provided, report all additional income in the appropriate column.
- Add amounts reported in each column in the subtotal row. Multiply each subtotal by the appropriate number, as indicated on the form, then add all columns to determine the Total Household Income.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, put down that you made \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.

For additional information on Household Size and Gross Household Income, please see the Eligibility Manual for School Meals on the U.S. Department of Agriculture Guidance and Resource Web page at <http://www.fns.usda.gov/cnd/guidance/default.htm>.

CA Dept. of Education
Rev. April 2015

Student Full Name _____

Student Home Phone _____



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Release Informaiton

Student Directory

Do we have your permission to include your child's parent names, phone number, email and address, in our student directory?

Please circle one: Y / N

Photo/Video Release

Throughout the year there are occasions where Heartwood photographers will be taking pictures of students participating in activities with the school. We may use, duplicate, broadcast, distribute, and display these pictures/videos on Heartwood Academy facilities, brochures, websites. We request that you sign this photo/video release for your student to allow us to record on film, tape or otherwise, to edit such items as desirable or necessary, and to use the student's name, likeness, image, voice, and performance as outlined above.

Student(s) Name (First, Middle, Last)

1. _____
2. _____
3. _____

I give my consent for Heartwood Charter School to use pictures/videos of my child.

I DO NOT give my consent for Heartwood Charter School to use pictures/videos of my child.

Parent/Guardian Name

Parent/Guardian Signature

Date

Student Full Name _____

Student Home Phone _____



Health Examination:

Please have your doctor fill this form out if your child is enrolling in a public-school system for the first time.

State of California—Health and Human Services Agency

Department of Health Care Services
Child Health and Disability Prevention (CHDP) Program

REPORT OF HEALTH EXAMINATION FOR SCHOOL ENTRY

To protect the health of children, California law requires a health examination on school entry. Please have this report filled out by a health examiner and return it to the school. The school will keep and maintain it as confidential information.

PART I TO BE FILLED OUT BY A PARENT OR GUARDIAN

CHILD'S NAME—Last	First	Middle	BIRTH DATE—Month/Day/Year
ADDRESS—Number, Street	City	ZIP code	SCHOOL

PART II TO BE FILLED OUT BY HEALTH EXAMINER

HEALTH EXAMINATION

NOTE: All tests and evaluations except the blood lead test must be done after the child is 4 years and 3 months of age.

REQUIRED TESTS/EVALUATIONS	DATE (mm/dd/yy)
Health History	/ /
Physical Examination	/ /
Dental Assessment	/ /
Nutritional Assessment	/ /
Developmental Assessment	/ /
Vision Screening	/ /
Audiometric (hearing) Screening	/ /
TB Risk Assessment and Test, if indicated	/ /
Blood Test (for anemia)	/ /
Urine Test	/ /
Blood Lead Test	/ /
Other	/ /

IMMUNIZATION RECORD

Note to Examiner: Please give the family a completed or updated yellow California Immunization Record.

Note to School: Please record immunization dates on the blue California School Immunization Record (PM 286).

VACCINE	DATE EACH DOSE WAS GIVEN				
	First	Second	Third	Fourth	Fifth
POLIO (OPV or IPV)					
DtaP/DTP/DT/Td (diphtheria, tetanus, and [acellular] pertussis) OR (tetanus and diphtheria only)					
MMR (measles, mumps, and rubella)					
HIB MENINGITIS (Haemophilus Influenzae B) (Required for child care/preschool only)					
HEPATITIS B					
VARICELLA (Chickenpox)					
OTHER (e.g., TB Test, if indicated)					
OTHER					

PART III ADDITIONAL INFORMATION FROM HEALTH EXAMINER (optional) and RELEASE OF HEALTH INFORMATION BY PARENT OR GUARDIAN

RESULTS AND RECOMMENDATIONS

Fill out if patient or guardian has signed the release of health information.

- Examination shows no condition of concern to school program activities.
- Conditions found in the examination or after further evaluation that are of importance to schooling or physical activity are: *(please explain)*

I give permission for the health examiner to share the additional information about the health check-up with the school as explained in Part III.

Please check this box if you **do not** want the health examiner to fill out Part III.

Signature of parent or guardian

Date

Name, address, and telephone number of health examiner

Signature of health examiner

Date

If your child is unable to get the school health check-up, call the Child Health and Disability Prevention (CHDP) Program in your local health department. If you do not want your child to have a health check-up, you may sign the waiver form (PM 171 B) found at your child's school.

Student Full Name _____

Student Home Phone _____