



Required Enrollment Documents

Congratulations on your child's enrollment into one of our schools for the 2023-2024 school year.

In order to complete the registration process, please provide the following items to school staff by the end of May 2023:

- 1) Student birth certificate
- 2) Shot records
- 3) Health history form
- 4) Language Questionnaire
- 5) Signed records request
- 6) Copy of IEP or 504 (if applicable)

If your student has an IEP (Special Education Services) or a 504 plan from a previous school, our school staff will review these documents to ensure that we can meet the educational plan of your student. We will require 10 business days for this process and will contact you directly upon review of records. The school may call a 504/IEP before making a final determination to ensure your child is provided a free and appropriate education in a setting that meets your student's placement requirements.

You may turn in your enrollment documents at the following locations:

Academy of Advanced Learning: 431 Sable Blvd., Aurora
9 a.m. to 5 p.m., Monday through Friday

Coperni 2: 525 E. Costilla, Colorado Springs
9 a.m. to 5 p.m., Monday through Friday

Coperni 3: 755 Citadel Drive West, Colorado Springs
9 a.m. to 5 p.m., Monday through Friday

Failure to submit the documents may result in your child being taken off our enrollment list in order to make room for a student on the waiting list.

Thank you for understanding and for working with us to provide your child a world-class education.

HEALTH INFORMATION Must be updated annually

'Confidential information will be shared with school staff on a need to know basis'

Student Name: _____ Grade: _____ School: _____

Date of birth: _____ Age: _____ Teacher: _____

Does your child currently have any of the following health concerns? (Please circle if applicable)

Dr. Diagnosed ADD/ADHD Medication: _____	Dr. Diagnosed AUTISM SPECTRUM Medication: _____	Dr. Diagnosed Heart Condition WITH ACTIVITY restrictions	Dr. Diagnosed Emotional Condition Eating Disorder
Dr. Diagnosed ASTHMA Medication: _____	Bowel/Bladder Issues Diabetes: Type _____	Hearing Loss Head Injury	Migraine Headaches Seizures

Please describe the circled condition above in **greater** detail: _____

List any **other** current medical concerns: _____

Is your child currently taking any other medication not listed above? Yes / No (Use back of this paper for additional space if needed)

Medication/Dose/Time Taken: _____

Medication/Dose/Time Taken: _____

Does your child have any activity/dietary restrictions? **Yes / No** If yes, please list: _____

Does your child have any **significant life threatening allergies** that you feel school personnel need to know about? **Yes / No**
 If yes, list allergy and reaction: _____

Required Parent Information: (circle one) **I WILL** or **I WILL NOT**
 be providing rescue medication such as Epinephrine for severe allergy noted above.

I understand that by NOT providing rescue medication, EMS (911) will be called if an emergency arises and agree to Emergency Care Permit listed below.

Date/Location of the last vision exam: _____

Does your child wear glasses or contacts? **Yes / No** Vision Diagnosis: _____

Has your child had a hospitalization or surgery within the last year? **Yes / No** _____

Student's Physician / Phone #: _____

Does your child have Medicaid? **Yes / No**

Emergency Care Permit: In case of serious illness or injury, first aid will be rendered in accordance with local school policies. If ambulance service is necessary, parents must assume financial responsibility. If I cannot be reached by telephone in the event of an emergency, please send my child to (Hospital/Address) _____ or the nearest medical facility.

Parent/Guardian Signature

Best Contact Phone Number(s)

❖ *I am also giving the school health officials permission to talk our child's doctor about immunizations. This includes permission for the doctor's office to fax shot records to the school.*

Form Completed by: _____ **Relationship to Child:** _____ **Date:** _____

Last School Child attended: _____

Student Ethnicity:

- | | |
|---|---|
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> African |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Australian/New Zealander |
| <input type="checkbox"/> Hispanic/Latinx | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Aboriginal/Indigenous |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Multiracial |
| <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> Other |
| <input type="checkbox"/> European | |
| <input type="checkbox"/> White/Caucasian | |

Does the student currently have an IEP or 504 plan?

- IEP
 504
 None

Request and Release of Student School Records

_____ / _____ / _____
 (Students Last Name) (Student First Name) (Date of Birth) (23-24 Grade)

Former School Information:

Date of Request: _____ / _____ / _____

_____ / _____ / _____
 (School Name) (Address) (City) (State)

(_____) _____ / _____
 (School Main Phone Number) (School Fax Number)

The following are student records that are hereby being requested:

- | | | |
|---|---|---|
| <input type="checkbox"/> Transcripts (Official or Unofficial) | <input type="checkbox"/> Attendance | <input type="checkbox"/> Discipline Records |
| <input type="checkbox"/> Grades | <input type="checkbox"/> Immunization Records | <input type="checkbox"/> All Test Scores |
| <input type="checkbox"/> READ Plan | <input type="checkbox"/> Reading Level Info. | <input type="checkbox"/> TCAP/CSAP/ALP |
| <input type="checkbox"/> ELL Info. | <input type="checkbox"/> Health/Medical Records | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> Psychological/Sociological Records | <input type="checkbox"/> Current IEP | <input type="checkbox"/> Current 504 Plan |
| <input type="checkbox"/> All of the above | <input type="checkbox"/> Other _____ | |

Please email all records to our office manager or admin team.

Academy of Advanced Learning: info@aalk8.org

Coperni 2: records@coperni2.org

Coperni 3: info@coperni3.org

_____ / _____
 (Name of School Official Requesting—Printed) (Signature of School Official)

_____ / _____
 (Parent/Guardian Signature) (Date)

Home Language Questionnaire

Our school needs to know the language(s) spoken and heard at home by each child. This information is needed in order for us to provide the best instruction possible for all students.

Name of child: _____
Last First Middle Grade Age

1. Which language did your child first learn to speak? _____
2. What language does your child use most often at home? _____
3. What language do you most often use to speak to your child? _____
4. In what country was your child born? _____
5. If your child was not born in the USA, what date did they enter the USA? _____

Signature of Parent or Guardian

Date

Preguntas del Lenguaje Hablado en Casa

Nuestra escuela necesita saber el lenguaje y oído en casa por cada niño/a. Esta información es necesaria para proveer la mejor instrucción posible para todos los alumnos.

Nombre del alumno: _____
Apellido Primer nombre Segundo Grado Edad

1. Que idioma comenzó su hijo/a hablar primero? _____
2. Que idioma usa más su hijo/a en la casa? _____
3. Que idioma usa usted con más frecuencia para hablar con su hijo/a? _____
4. En que país nació su hijo? _____
5. Si no nació en los EEUU en qué fecha entró su hijo/a a los EEUU? _____

Firma del Padre o Guardian

Fecha