ASU Prep Digital
Arizona State University



# Enrollment Checklist

## Arizona Residents

Collecting the following information will help the enrollment process go smoothly and efficiently. We are an Arizona public charter school and required to collect certain information and documents as part of enrollment. All student information will be kept private under the rules of the U.S. Family Educational Rights and Privacy Act.

### We will ask for the following application information:

- Student information – name, birth date, ethnicity, citizenship, current school, past schools, etc.
- Student contact information – email address, residential address, phone, etc.
- Parent/guardian information – name, birth date, etc.
- Parent/guardian contact information – email address, residential address, phone, etc.

***Please note**: Each student will need a unique email address. This cannot be the parent's email address or the same as other siblings. Create a free email account at Gmail or Yahoo Mail.*

## Documents You Will Need to Upload

### ☐ 1. Student Age Verification

You must provide a certified copy of your student's birth certificate. Order a copy of your student's birth certificate from the Arizona Department of Health Services website. If your student was born in another state, visit the CDC's Where to Write for Vital Records webpage for information.

If you do not have this, you may file an affidavit explaining why and provide one of the following:

- U.S. Passport
- Baptisimal record
- Green Card (Permanent Resident Card). If you need a replacement Green Card, visit the U.S. Citizenship and immigration Services website.

***Please note**: Kindergarten students must be five years old before September 1 of the current school year. First grade students must be six years old before September 1 of the current school year. We cannot serve any students who turn 21 before September 1 of the current school year.*

## 2. Proof of Residency

Those students claiming Arizona residency must provide one acceptable proof of residency to be eligible for enrollment. Read more about Arizona Department of Education Residency Guidelines here. Download the Arizona Residency Form here.

Proof of Residency can be provided with any of the following documents and must bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- Valid Arizona driver's license or Arizona identification card
- Valid Arizona motor vehicle registration
- Valid Arizona Address Confidentiality Program authorization card
- Property deed
- Mortgage documents
- Property tax bill
- Rental agreement or lease *(including Section 8 agreement or off-base military housing)*
- Utility bill *(water, electric, gas, cable, phone)*
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- Other documentation from a state, tribal, or federal agency *(Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)*
- Temporary on-base billeting facility *(for military families)*

## 3. Parent Photo ID

This is required to prove identity and can be a valid Arizona driver's license or Arizona identification card.

## 4. Immunization Records

Provide one of the following:

- State of AZ Official Immunization Record *(Review the list of immunizations required by Arizona here.)*
- Completed Immunization Booklet
- Official school record
- Health Care Provider/Health Department Printout
- Medical Exemption Form
- AZ Personal Beliefs Form

For help with cost of vaccines, visit Vaccines for Children.

## 5. Academic Record

You will be asked to provide a school transcript or completion certificate that will help us place your student in the proper courses. You will need access to the school transcript so you can self-report the completed classes, credits, grades, etc. Contact a student's prior school to request their transcript.

## 6. Other Forms You Might Need

- AOI Form
  *(Educational choice form required by the state)*
- Home Language Survey
  *(Language information required by the state)*
- Withdraw Form from Current School of Record *(Only required for mid-term transfers)*
- CAT Scores
  *(Only required for home school students)*
- AZ Home Ed Certificate
  *(Only required for home school students)*
- Custody Order
- IEP and/or 504 documentation

**Questions?** If you have questions about any of these forms, please contact the Admissions department at 844-692-3372. To speak to an Admissions Advisor directly schedule an appointment via our Calendly page.