



APPLICATION FOR ENROLLMENT
2018-2019 SCHOOL YEAR

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Name of Student: _____ Enrolling Grade: _____

Items (7) needed to confirm enrollment into the Academy:

1. _____ Official Birth Certificate or copy and Social Security Card or copy (not just the number)
2. _____ Complete immunization (shot) Records (NOTE: Varicella / Chicken Pox vaccine required)
3. _____ Report Card (complete copy of last school year or most current)
4. _____ Copy of Individualized Education Plan (IEP), if applicable
5. _____ Proof of Residency (Copy of current utility bill in the name of parent/guardian, for example)
6. _____ Copy of parent or guardian's OH Driver's License or State ID
7. _____ Custody / Proof of Guardianship Records, if applicable*

The following items are included in this packet.

Item	Page No.	Item	Page No
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All of the above referenced items should be submitted to the school as soon as possible for proper enrollment. Do not submit the enrollment packet without including all of the above items. Incomplete packets will not be processed. Please return completed application and copies of above items to:

Trotwood Preparatory & Fitness Academy
3100 Shiloh Springs Road
Trotwood, Ohio 45426

The School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies:

Regional Assistant Superintendent, Two Easton Oval, Ste 525 Columbus, OH 43219, (614) 512-2151



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STUDENT INFORMATION FORM

Student's Name: (As it appears on Birth Certificate) (First) (Middle) (Last)

Home Address:

City: State: Zip:

Student's Social Security Number: Enrolling Grade:

Date of Birth: City of Birth Sex: (M / F)

*** Please enter all possible information for mother / father / guardian as it applies.***

Parent or Legal Guardian*: (First) (Last) Relationship:

Address:

City: State: Zip: Employer:

Email:

Primary Phone: Description (e.g., "Mother's Cell" or "Home"):

Secondary Phone: Description:

Other Phone: Description:

Other Phone: Description:

2nd Parent or Legal Guardian: (First) (Last) Relationship:

Address:

City: State: Zip: Employer:

Email:

* An unmarried female who gives birth to a child is the sole residential parent and legal custodian of the child until a court of competent jurisdiction issues an order designating another person as the residential parent and legal custodian. A court designating the residential parent and legal custodian of a child described in this section shall treat the mother and father as standing upon an equality when making the designation (See ORC Sec. 3109.042).

For Office Use Only: Eff. Date Enrolled: District of Residence: Accepted By: SSID CSADM EMIS Assign. Teach.



STUDENT INFORMATION FORM: LOCAL SCHOOL & HISTORY

Name of Student: _____ **Enrolling Grade:** _____

Local Public School District in which you reside: _____

Please list all other children living with the family.

Name	Birth Date	Grade	School Attending

Has your student ever received counseling or psychological testing? Yes _____ No _____

Does your child have an active IEP? Yes _____ No _____

Has your student experienced any physical, emotional, mental, or social problems within the past two school years?
Yes _____ No _____ (If yes, please explain.) _____

Has your student even been: Suspended _____ Expelled _____ No _____
If suspended or expelled, please explain. _____

Did your student attend: (Please check which category applies.)
_____ 1/2 day Kindergarten, every day.
_____ All day Kindergarten, every day.
_____ Other / Please explain: _____



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STUDENT INFORMATION FORM: STUDENT NEEDS

Name of Student: _____ Enrolling Grade: _____

Student Language Needs:

Is a language **other than** English used in the home? _____ If so, what language? _____

Did the student have a first language **other than** English? _____ If so, what language? _____

Does the student most frequently speak a language **other than** English? _____

Student Special Needs:

Please describe any special needs that your student may require including medical conditions, physical limitations, or other special needs of which you would like the school to be aware:

a. Academic (if any): _____

b. Medical (allergies, asthma, hay fever, food allergies, diabetes, other if any): _____

c. Medications to be given to the student during the school day: Yes _____ No _____

If yes, please describe (you must also sign a medication permission form): _____

d. Physical limitations (if any): _____

Other Abilities:

Briefly describe your student's extracurricular interests and abilities (roller skating, computer skills, etc.)

Signature of Parent / Guardian: _____ Date: _____



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REQUEST FOR RELEASE OF SCHOOL RECORDS

1st REQUEST

2nd REQUEST

3rd REQUEST

This form is provided for the purpose of obtaining or releasing a student's records. By signing this release, parents, legal guardian, or the student involved who is over 18 years of age will expedite the transfer of records to another school for enrollment in that school. Please include Daycare, Preschools, or HeadStart for new Kindergarten students.

FROM: (Name of school transferring from)

ADDRESS: PHONE:

CITY / STATE: ZIP:

I hereby give my permission for the release of school records of:

Name of Student:

Birth Date: Grade:

To be released to:

Trotwood Preparatory & Fitness Academy
3100 Shiloh Springs Road
Trotwood, Ohio 45426

The records to be release should include:

- Academic Testing (OAA / Diagnostic / PARCC) Discipline
Attendance RIMP Other
All Special Education Records (including IEPs, BIPs, MFEs, and ETRs)

By signing this request for transfer, I relieve the school that the above-named student was attending of the responsibility of notifying me that the records are being transferred. This request authorized transfer of all school records.

Parent / Guardian Signature: Date:

School Administrator: Date:

For Office Use Only:

This child's first day of attendance was / will be Date Faxed Verified by



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ETHNICITY / RACE DATA COLLECTION FORM
(Required by Federal regulations)

Name of Student: _____ Enrolling Grade: _____

The United States Department of Education has issued guidelines requiring the collection of data on race and ethnicity for public school students. The federal government, which requires all states to collect this information, has developed a new way to report ethnicity and race that includes new categories.

If the following questions are not answered by the parent or guardian, the District Enrollment Officer will be required use observation identification to determine the student’s designation. The determination will be reported to the parent or guardian.

Part I – Is this student of Hispanic/Latino heritage? (Choose only one)

_____ No, not Hispanic / Latino

_____ Yes, Hispanic / Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

The above question is about ethnicity, not race. No matter what you selected above, please continue to answer Part II by checking one or more options to indicate what you consider your student’s race to be.

Part II – Race (Choose one or more, regardless of Ethnicity)

_____ American Indian or Alaskan Native

_____ Asian

_____ Black or African American

_____ Native Hawaiian or Other Pacific Islander

_____ White

Parent / Guardian Signature: _____ Date _____

FOR OFFICE USE ONLY

Parent/Guardian chose not to complete Ethnicity/Race information and determination was made by the Academy.

Enrollment Officer _____ Date _____



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PARENT AGREEMENT

The parent or guardian of a child attending the Academy must:

1. Bring Kindergarten students for screening prior to enrollment.
2. Transport student to and from school on time daily, unless parent has opted to use district-provided transportation. Parents or designee must also be available to transport children who must be removed from school due to illness or other circumstances.
3. Adhere to the school schedule as well as the occasional cancellation of classes.
4. Adhere to the school schedule for arrival and dismissal times. Absenteeism, tardiness, and late dismissals (not pre-arranged) will not be tolerated.
5. Ensure that daily homework assignments are completed.
6. Participate in a minimum of twenty (20) parent/family volunteer hours per academic year, which may include Parent Teacher Organization (PTO) attendance, driving to/from field trips, classroom / office assistance, and / or fundraising.
7. Ensure that your child meets all immunization requirements for the State of Ohio and meets all school requirements if the child has special health needs.
8. Keep child at home if he / she has a communicable disease or temperature above 99.8 degrees.
9. Attend meetings of the Parent Teacher Organization (PTO) once a month.
10. Attend all parent / teacher conferences.
11. Meet the uniform requirements of the school and ensure that your child is in complete uniform each day of class.
12. Understand that the Academy is a community school established under Chapter 3314 of the Revised Code. The Academy is a public school and students enrolled in and attending the Academy 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 Academy administration or the Ohio Department of Education.)

I have read the above and understand the contents of the information as explained during the interview and orientation meeting with the Academy officials.

I agree to these terms.

Parent / Guardian Signature: _____ Date: _____

Administrator Signature: _____ Date: _____



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VERIFICATION FORM
TRANSPORTATION / PICK-UP

Name of Student: _____ Enrolling Grade: _____

I am permitting the following persons to transport my child to / from school. I understand that if a person that is not on the following list shows up to transport my child, the school will not release the student without first contacting the parent/guardian.

	NAME	RELATIONSHIP	PHONE NUMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

The following persons are **NOT** permitted to transport my child (if applicable):

	NAME
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

Parent / Guardian Signature: _____ Date: _____



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BOOK CONTRACT

Name of Student: _____ Enrolling Grade: _____

I (parent/guardian's name) _____ hereby accept full and complete responsibility for all textbooks issued to my son / daughter (student's name) _____ by the Academy. I understand that in the event a book is lost, stolen or damaged, I will be held responsible for the full cost of its replacement. I understand that my son / daughter will be unable to obtain his / her final grade card, return to the Academy the following school year or transfer school records to another facility unless ALL books are returned or the entire replacement cost of each missing book is paid in full.

Parent / Guardian Signature: _____ Date: _____



EMERGENCY MEDICAL AUTHORIZATION

Student's Name: _____ Enrolling Grade: _____

Purpose: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

Parent/Guardian Name: First: _____ Last: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone #: _____ Work #: _____ Cell #: _____

Persons to contact in the event the school cannot reach you:

Table with 3 columns: NAME, RELATIONSHIP, PHONE NUMBER. Rows 1-4 for contact information.

PART I OR II MUST BE COMPLETED—PLEASE COMPLETE ONLY PART I OR PART II

PART I: TO GRANT CONSENT I hereby give consent for the following medical care providers and local hospital to be called:

Table with 2 columns: NAME, PHONE NUMBER. Rows for Doctor, Dentist, Hospital.

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctor, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:

Parent/Guardian Signature: _____ Date: _____

PART II - REFUSAL TO CONSENT I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action(s):

Parent/Guardian Signature: _____ Date: _____



HEALTH & FITNESS PARENTAL CONSENT FORM

Name of Student: _____ Enrolling Grade: _____

Date of Birth: _____ Age: _____

I hereby certify that I am the parent / legal guardian of the student named above, and that to the best of my knowledge, he / she is physically fit to participate in all sporting events scheduled through the Academy.

It is understood that by signing this contract, I agree to abide by the rules and regulations of the school's fitness program. It is also understood that signing this contract releases from liability, the school and / or fitness instructors from any injuries sustained during his / her participation in all sporting events or practices.

Insurance: It is the responsibility of each parent / legal guardian to adequately cover their child participating in any sporting event through the Academy program with proper insurance.

WARNING

I am aware that playing or practicing to play / participate in any sport can be a dangerous activity involving many risks of injury. I understand that the dangers and risks of playing or practicing to play / participate in sports include, but are not limited to: death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the skeletal system, and serious injury or impairment to other aspects of the body, general health and well-being. I understand that the dangers of playing or practicing to play / participate in sports may result not only in serious injury, but in serious impairment of my child's future abilities to earn a living, to engage in other business, social and recreational activities and generally enjoy his / her life.

Parent / Guardian Signature: _____ Date: _____

*** ORIGINAL MUST GO TO THE SCHOOL OFFICE. COPIES WILL NOT BE ACCEPTED.**



**PHYSICAL LIMITATIONS FORM FOR
HEALTH & FITNESS PROGRAM**

Name of Student: _____ Enrolling Grade: _____

Please list below any illness, injury, or medical condition that would limit your child's participation in the fitness program in any way. Please note "None" if your child does not have limitations.

*** If your child has asthma but will be participating in the Fitness program, he / she MUST bring his / her inhaler to fitness class each day. You MUST fill out medication permission forms for inhalers to be permitted in fitness classes.

By signing below, I acknowledge that I have read and understand the letter regarding criteria for fitness classes, and that all items listed above are correct to the best of my knowledge.

Parent / Guardian Signature: _____ Date: _____



MARTIAL ARTS / SPARRING
PERMISSION FORM

ATTENTION PARENTS / GUARDIANS:

Our desire is for each student to progress rapidly in his or her martial arts classes. Our hopes are that our students will continue to progress and develop enough skills to compete in martial arts tournaments achieving steady promotions in belt degrees (white, yellow, green, purple, brown, red, black). We would like each student to achieve his or her "black belt" before leaving the Academy after his or her 8th grade school year. In order for this continuation in skills the students must begin to "spar" to develop the talent to compete. In order to accomplish this we need your signed permission.

Please note that we have purchased the proper equipment for padded sparring competition. This is protective gear, which will aid in your child's safety. This will be contact, padded sparring lessons. We require that each student purchase a mouth guard at K-mart, Wal-Mart, or any other discount store. These usually range from \$1-3 dollars.

****New students will NOT be permitted to spar until their skills have increased to the level and ability of sparring.

My student _____ **HAS PERMISSION** _____ **DOES NOT HAVE PERMISSION** to begin sparring lessons in martial arts class. I understand that this will be a contact competition.

My student _____ **WILL** _____ **WILL NOT** be wearing a mouth guard.

Name of Student: _____ Enrolling Grade: _____

Parent / Guardian Signature: _____ Date: _____



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DIRECTORY & MINOR PHOTO RELEASE FORM

With my signature below, I give the Academy permission to publish in print, electronic or video format the likeness or image of my child. I release all claims against the school or its representatives with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

With my signature I also am informing the Academy that I do not wish to release my or my child's directory information when a request for directory information is made with the Academy by another party not related to the Academy.

Student's Name: _____

Parent/Guardian Name (please print): _____

Parent / Guardian Signature: _____ Date: _____

General Guidelines

A release must be obtained when photographing or videotaping a minor (under 18). Parent or guardian signatures are required; signatures of minors are not sufficient. When images are published, the school or its representative will take cautionary steps to provide minimum identifying information and will not use specific street or mailing addresses, e-mail addresses, or phone numbers. Signed release forms are not needed when subjects are in public places, such as fairgrounds or parks. It is the responsibility of the photographer or videographer to obtain signed release forms and maintain records. If you have questions, please inquire at your child's school office.



PARENT REFERRAL FORM

Name of Student: _____ Enrolling Grade: _____

How did you hear about the Academy (check all that apply):

1. _____ A flyer came to my home
2. _____ I saw the Academy on the Internet (online).
2. _____ I read an advertisement in the _____ (name of paper or periodical)
3. _____ I saw a billboard for the Academy
4. _____ I heard an advertisement on radio station _____
5. _____ I saw an advertisement on TV station _____
6. _____ I was referred by a parent, _____ (name of parent)
7. _____ I was referred by an employee, _____ (name of employee)
8. _____ Other _____ (please note)

The Academy appreciates your feedback.