

Date Received: _____

Student Enrollment Application
Pineywoods Community
Academy Charter School
2018-2019 School Year

Please note you must complete all sections for the enrollment form to be considered.

How did you hear about PCA? _____

Do you have any relatives that attend PCA? _____

Student Information

Student's Legal Name: First _____ Middle _____ Last _____
(as listed on birth certificate)

Gender: male/female **Birth date (m/d/y)** _____ **Birth City** _____ **Birth State** _____

Birth Country: _____ **Grade Level for 2018-2019** _____

Student's Street Address: _____ **City:** _____ **State:** _____

County: _____ **Zip:** _____

Mailing Address (if different from above) _____
Street City State Zip

School District of Residence: _____

Past Enrollment Details

Previous Schools Attended: (most recent first)

School Name: _____

School Name: _____

Address _____

Address _____

City _____ State _____ Zip _____
()

City _____ State _____ Zip _____
()

Phone _____ Dates of Attendance _____

Phone _____ Dates of Attendance _____

Last Grade Completed at this school: _____

Last Grade Completed at this school: _____

This school was a: Check one
_____ Public School
_____ Private School, Non-religious Affiliated
_____ Private School, Religious Affiliated
_____ Charter School
_____ Home School
_____ School outside of the Country

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Special Services / Special Education Information

Has your child ever been retained?

Yes ___ No ___

*If yes, which grade was your child retained? _____

Has your child ever been evaluated for special education/504 services?

Yes ___ No ___ Not sure ___

*If "Yes", provide a copy of the latest Individualized Educational Plan (IEP), a copy of latest Full and Individual Evaluation (FIE) and copy of the latest Admission, Referral, and Dismissal (ARD).

Has your child attended any special education classes?

Yes ___ No ___ Not sure ___

Has your child ever participated in Physical, Occupational, Speech/Language Therapy or any other related services?

Yes ___ No ___ Not sure ___

Has your child been provided services through a GT Program?

Yes ___ No ___ Not sure ___

Has your child been provided services through a Bilingual/ESL Program?

Yes ___ No ___ Not sure ___

Please explain: _____

Date Received: _____

Documents **required to complete the enrollment process include:**

- **Completed application**
- **A legible copy of social security card**
- **A legible copy of the parent's driver's license**
- **A legible copy of the immunization record.**
- **A legible copy of the birth certificate**
- **A copy of the discipline report from each school attended**
- **Most recent report card**
- **Grades 3-12 State Assessment Results (STAAR or EOCs)**
- **Completed and signed authorization for release of records form**
- **Completed and signed Pineywoods Pledge to Excellence**

The Undersigned parent / legal guardian has read, understands, and agrees to the following:

- 1) The enrollment of this student in Pineywoods Community Academy constitutes this student's complete educational program.
- 2) A signature on this enrollment form shall be deemed consent for PCA, as part of the admission process to acquire the cumulative files from the student's prior school.
- 3) Completion of this enrollment process **does not guarantee** student enrollment in Pineywoods Community Academy. When all required items are received, you will be contacted when space becomes available (Incomplete packets will not be processed or considered for enrollment.).
- 4) I also understand that a face to face meeting consisting of parent/guardian, student, and administrator is required for my application to be considered complete.

I hereby certify the information provided on this form, the Pledge to Excellence form, and other documentation for enrollment are true, correct, and current. In addition, any false information provided can result in removal from Pineywoods Academy.

I confirm that I have requested enrollment for _____ (student's name) at Pineywoods Community Academy Charter School for the 2018-2019 school year. In order to maintain active enrollment, I must abide by the terms set forth in the Pledge to Excellence document.

Father / legal guardian signature: _____ Date: _____

Please print name: _____

Mother / legal guardian signature: _____ Date: _____

Please print name: _____

Please deliver or mail completed enrollment packets to:

Pineywoods Academy Charter School
Attn: PK-5, Alicia DeJesus
Attn: 6-12, Tracy Brock
602 South Raguet
Lufkin, Texas 75904
Phone: (936) 634-5515

All remaining applications on the waiting list at the end of the school year will be destroyed to protect your child's information and identity. A new complete application will be required each year.

Release of Records Authorization

I _____ authorize
(Parent/Guardian's Printed Name)

Pineywoods Community Academy to request and receive
the following records concerning my child

(Child's Printed Name)

- Grades
- Attendance
- Discipline Records
- 504/Special Education Records
- STAAR/EOC Scores

Parent/Guardian Signature:

_____ Date: _____

Parent/Guardian Printed Name:

PINEYWOODS PLEDGE TO EXCELLENCE

Student's Pledge:

As a student at Pineywoods Academy, I pledge to:

- Arrive at school by 8:00AM each day and remain until dismissal time;
- Attend after-school tutorials when assigned;
- Always work to the best of my ability, respect my classmates, follow all classroom directives and rules, and do whatever it takes to make sure my fellow classmates and I will have a safe, respectful, and outstanding classroom setting;
- Follow the instructions and directions of my teacher;
- Complete all my class work, complete all my homework, and ask questions when I do not understand the work;
- Seek help from my parents;
- Always come prepared to work each day by having my homework, pencils and paper, and all books;
- Always follow the dress code;
- Understand that I am responsible for my own behavior.

Parent/Guardian Pledge:

As parents/guardians of a Pineywoods Academy student, we pledge to:

- Make sure our child arrives at school no later than 8:00AM each day and remain at school until dismissal time;
- Make sure our child will come prepared to school each day by having his/her homework completed, all materials needed each day, and to follow the dress code;
- Attend all parent conferences requested by the teacher or administration; and
- Make sure our child misses school only if he/she is ill or an emergency arises.

All students must follow all rules and regulations in the Student/Parent Handbook, administrative policies and procedures, and all rules and procedures instituted in the classroom.

Student Signature: _____ Date: _____

Student Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____