

Date Received: \_\_\_\_\_



# Student Enrollment Application Pineywoods Community Academy Charter School 2019-2020 School Year



All sections must be completed for the enrollment form to be considered.

How did you hear about PCA?

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Names of relatives who attend PCA:

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**Student Information**

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**Student's Legal Name: (as printed on their birth certificate)**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Gender: male / female    Birth date (m/d/y) \_\_\_\_\_    Birth City \_\_\_\_\_    Birth State \_\_\_\_\_

Birth Country: \_\_\_\_\_    Grade Level for 2019-2020 \_\_\_\_\_    Student's age as of Sept. 1, 2019 \_\_\_\_\_

Student's Street Address: \_\_\_\_\_    City: \_\_\_\_\_    State: \_\_\_\_\_

County: \_\_\_\_\_    Zip: \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Street                      City                      State                      Zip

What school district do you live in: \_\_\_\_\_

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

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**Parent/Guardian/Home Information**

(Circle One) Mother / Guardian	(Circle One) Father / Guardian
Guardian Relationship: _____	Guardian Relationship: _____
Name (Last, First): _____	Name (Last, First): _____
Address: _____ _____	Address: _____ _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Cell Phone: _____	Cell Phone: _____
Email Address: _____	Email Address: _____

With whom does the student currently live? \_\_\_Mother \_\_\_Father \_\_\_Both \_\_\_Guardian \_\_\_Other

Is a custody order or other court order in place that Pineywoods Community Academy Charter School should be aware of? \_\_\_Yes \_\_\_No if "Yes" a copy of the court order must be attached.

Sibling Policy – All completed applications will be randomly selected in the lottery drawing. Siblings of current attending students are not guaranteed placement in PCA and will not receive preference or special placing privileges.

**Check student's ethnicity:**

<b>Ethnicity:</b>	African American	Hispanic	Native American	White (not of Hispanic origin)	Asian –Pacific Islander

**Behavior/Discipline If "Yes", please explain in the space provided and/or attach additional documentation.**

Has your child ever been suspended from school? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has your child ever been expelled from school? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has your child ever been placed in an alternative discipline setting such as In School Suspension (ISS), Disciplinary Alternative Educational Placement (DAEP), or Juvenile Justice Alternative Educational Placement (JJAEP)? Yes \_\_\_ No \_\_\_

If Yes, please explain:

\_\_\_\_\_

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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", you must 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 \_\_\_

Please explain: \_\_\_\_\_

\_\_\_\_\_

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What language does the student speaks most of the time: \_\_\_\_\_

What language is spoken in the home most of the time: \_\_\_\_\_

Is this child currently participating in an ESL or LEP program? Yes \_\_\_ No \_\_\_ Not sure \_\_\_

Is this child a dependant of a military member? Yes \_\_\_ No \_\_\_

If yes please choose the situation that applies to your student...

\_\_\_ Student is a dependant of the Army, Navy, Air Force, Marine Corps, or Coast Guard on **ACTIVE DUTY**

\_\_\_ Student is a dependant of a member of the Texas National Guard (Army, Air Guard, or State Guard)

\_\_\_ Student is a dependant of a member of the Reserve force in the United States Military (Army, Navy, Air Force, Marine Corps, or Coast Guard)?

Is this child currently in the conservatorship of the Department of Family And Protective Services (Foster Care)? If yes, please attach a copy of the court documentation.

Yes \_\_\_ No \_\_\_

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I confirm that I have requested enrollment for \_\_\_\_\_ (student's name) at Pineywoods Community Academy Charter School for the 2019-2020 school year. In order to maintain active enrollment I must abide by the terms set forth in the Pledge to Excellence document.

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 or conduct grade**
- **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**
- **Attendance**

**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 Community Academy.

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 Community Academy  
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.\*

Date Received: \_\_\_\_\_



## 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 on time 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; and
- 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 on time 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: \_\_\_\_\_