



CAVE CREEK UNIFIED SCHOOL DISTRICT

community inspired • globally prepared



Student Registration Packet

SCHOOL YEAR 2022-2023



CAVE CREEK UNIFIED SCHOOL DISTRICT #93

ITEMS NEEDED FOR REGISTRATION

Please complete all forms as clearly as possible.

1. **Proof of Residence** – The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may include, without limitation, landlord-tenant agreements, rent receipts, and receipts for utility payments.

Acceptable:

- ❖ Copy of current major utility bill (APS, City of Phoenix, or Southwest Gas), OR
- ❖ Copy of mortgage documents OR
- ❖ Notarized statement from owner/renter indicating names of people who are living with the owner/renter OR
- ❖ Valid Arizona motor vehicle registration

2. **Certified State Birth Certificate*** (a copy will be made at registering school).

3. **Verifiable Medical Proof of Immunization Records**

- ❖ Immunizations must be age appropriate at the time of registration.
- ❖ If additional immunizations are required due to age, parent must provide medical proof before the child can be enrolled and placed on a class list.

4. **Withdrawal Form from Previous School**

5. **Current Custody Paperwork, Orders of Protection & proof of service thereof, Temporary/Legal Guardianship papers.****

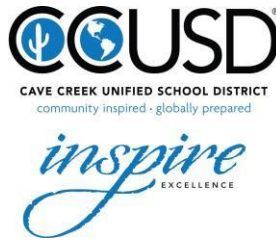
6. **Valid parent/guardian ID for student registration:**

Valid driver's license
Valid passport

**Thank you for your cooperation.
We look forward to welcoming your family to the
Cave Creek Unified School District.**

*Certified copy of Birth Certificate or other acceptable documentation as per CCUSD® Board Policy JF and A.R.S. 15-828

**PLEASE NOTE: Having sole custody of a child does not prevent CCUSD®, by law, from sharing child's information with other parent. You must present a valid court document that states other parent is NOT entitled to receive any information regarding child. (A.R.S. 25-402(k); 25-403.6). Only a court can give custody of a child to another person other than child's parent(s). A Power of Attorney is only good for 6 months.



Dear Parent/Guardian;

For the health of our students and staff, and per [A.R.S.15-872](#) and CCUSD Policy JLCB, we are requiring proof of current vaccination status or a valid exemption form prior to the first day of school attendance for all students. Exemption forms are available at your child's school or at the [Arizona Department of Public Health](#). [Click this link](#) for current Arizona Immunization requirements.

By state law, your child will not be allowed to attend school until either an up-to-date record of immunization(s) or state exemption is submitted. If you have questions or need additional information please contact your child's school. Information on immunizations and locations of free vaccinations clinics can be found at *The Arizona Partnership for Immunization (TAPI)* [http:// www.whymmunize.org/](http://www.whymmunize.org/) or call (602) 288-7568. If you need immediate response, call the Maricopa County Health Department (602) 506-6767. The City of Phoenix Fire Department has immunization clinics at [www. phoenix.gov/fire/babyshots.html](http://www.phoenix.gov/fire/babyshots.html)

Thank you for keeping our children healthy by complying with the vaccination requirements and Arizona State Laws regarding immunizations.



CAVE CREEK UNIFIED SCHOOL DISTRICT #93 STUDENT REGISTRATION FORM

STUDENT INFORMATION

STUDENT'S NAME: _____ GRADE _____ MALE ☐ FEMALE ☐

DATE OF BIRTH: _____ PLACE OF BIRTH: _____
City State Country

ETHNIC ORIGIN: ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Hispanic/Latino

STUDENT'S MAILING ADDRESS: _____

STUDENT'S PHYSICAL ADDRESS: _____

(Must be filled in if mailing address is a PO Box)

PARENT INFORMATION

Is the student in foster care? Yes ☐ No ☐

Parent/Guardian

Name: _____ DOB: ____/____/____

Address: _____
(only if different than student mailing address)

Home #: _____ Cell #: _____

E-mail: _____

Employer: _____

Work Number: _____

Please Check All That Apply:

☐ Lives with Student ☐ Custodial Parent ☐ Not Allowed Contact*
☐ Mail Correspondence

Parent/Guardian

Name: _____ DOB: ____/____/____

Address: _____
(only if different than student mailing address)

Home #: _____ Cell #: _____

E-mail: _____

Employer: _____

Work Number: _____

Please Check All That Apply:

☐ Lives with Student ☐ Custodial Parent ☐ Not Allowed Contact*
☐ Mail Correspondence

*Mandatory copy of court documents.

Parent/Guardian *

Name: _____ DOB: ____/____/____

Address: _____
(only if different than student mailing address)

Home #: _____ Cell #: _____

E-mail: _____

Employer: _____

Work Number: _____

Please Check All That Apply:

☐ Lives with Student ☐ Custodial Parent ☐ Not Allowed Contact*
☐ Mail Correspondence

Parent/Guardian *

Name: _____ DOB: ____/____/____

Address: _____
(only if different than student mailing address)

Home #: _____ Cell #: _____

E-mail: _____

Employer: _____

Work Number: _____

Please Check All That Apply:

☐ Lives with Student ☐ Custodial Parent ☐ Not Allowed Contact*
☐ Mail Correspondence

Office Use Only: Date of Entry _____

ID# _____

BMES ☐ DSA ☐ DWES ☐ HTES ☐ LMES ☐ STMS ☐ CSHS ☐ DPS ☐ Academy of Excellence (100% online) ☐

Grid Code: _____ Enrollment Code: _____ Bus Stop: _____ Bus Route: _____



1ST EMERGENCY CONTACT INFORMATION

Relationship to child

OTHER than Parent/Guardian: _____

Name: _____

Address: _____

Home #: _____

Cell #: _____

2nd EMERGENCY CONTACT INFORMATION

Relationship to child

OTHER than Parent/Guardian : _____

Name: _____

Address: _____

Home #: _____

Cell #: _____

Please advise your emergency pick up designee that they will be required to show valid proof of identification such as a driver's license or valid passport.

STUDENT HISTORYHas the student attended school in the Cave Creek School District before? ☐ Yes ☐ No

If yes, what was the name of the school: _____ Last grade attended: _____

Name of school last attended by student: _____

Has the student ever been expelled or received a long-term suspension? ☐ Yes ☐ No

If yes, name of school: _____ Date of incident: _____

Has the student been educated in the United States for at least 3 consecutive years prior to today: ☐ Yes ☐ No

BROTHERS/SISTERS (Full Name)	AGE	SEX	GRADE	SCHOOL
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		

Does/has the student previously participated in a Special Education Program? ☐ Yes ☐ NoDoes/has the student currently have a 504 Accommodation Plan? ☐ Yes ☐ NoDoes/has the student participate in an ELL Program? ☐ Yes ☐ NoDoes/has the student participate in a Title I Program? ☐ Yes ☐ NoDoes/has the student participate in a Gifted Program? ☐ Yes ☐ No

If yes, what school: _____

What kind of program: _____

MISCELLANEOUS INFORMATION

1.

Why did you choose Cave Creek Unified School District:

☐ Moved into district ☐ Excelling Schools ☐ Programs☐ Athletics ☐ High Student Achievement☐ CCUSD® reputation ☐ Other _____

2.

How did you hear about Cave Creek Unified School District:

☐ Referral/Friend ☐ CCUSD Website ☐ Radio ☐ Newspaper

Other _____

*PLEASE NOTE: Having sole custody of a child does not prevent CCUSD®, by law, from sharing child's information with other parent. You must present a valid court document that states other parent is NOT entitled to receive any information regarding child. (A.R.S. 25-402(k); 25-403.6). Only a court can give custody of a child to another person other than child's parent(s).



Arizona Department of Education

Office of English Language Acquisition Services

Home Language Survey

The responses to this Home Language Survey (HLS) are used by the school to provide the most appropriate instructional programs and services for the student. **The answers below will determine if a student will take the Arizona English Language Learner Assessment (AZELLA).** Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done **before** the student takes the AZELLA Placement Test.

1. What language do people speak in the home *most* of the time?

2. What language does the student speak *most* of the time?

3. What language did the student first speak or understand?

Student Name _____ District Student ID _____

Date of Birth _____ SSID _____

Parent/Guardian Signature _____ Date _____

District or Charter _____

School _____

Please provide a copy of the Home Language Survey to the EL Coordinator/Main Contact on site. In AzEDS, please enter all three HLS responses.

These HLS questions are in compliance with Arizona Administrative Code (R7-2-306(B)(1),(2)(a-c)). (Revised 01-2020)



Arizona Department of Education

Office of English Language Acquisition Services

Encuesta sobre el Idioma en el Hogar

La escuela utiliza las respuestas a esta Encuesta del idioma del hogar (HLS) para proporcionar los programas y servicios educativos más apropiados para el estudiante. **Las respuestas que aparezcan a continuación determinarán si un estudiante tomará la Evaluación de aprendices del idioma inglés de Arizona (AZELLA).** Responda a cada una de las tres preguntas con la mayor precisión posible. Si necesita corregir alguna de sus respuestas, esto debe hacerse **antes** de que el estudiante tome el Examen AZELLA.

1. ¿Qué idioma hablan las personas en el hogar la mayoría del tiempo?

2. ¿Qué idioma habla el estudiante la mayoría del tiempo?

3. ¿Qué idioma habló o entendió el estudiante primero?

Nombre del estudiante _____	Distrito _____
Fecha de nacimiento _____	Núm. de identificación _____
Firma del padre o tutor _____	SSID _____
Fecha _____	
Distrito o Charter _____	
Escuela _____	

Please provide a copy of the Home Language Survey to the EL Coordinator/Main Contact on site. In AzEDS, please enter all three HLS responses.

Preguntas en conformidad con (R7-2-306(B)(1),(2)(a-c) del Código Administrativo de Arizona. (Revised 01-2020)



McKinney-Vento Eligibility Questionnaire

This questionnaire is designed to address the McKinney-Vento Act U.S.C. 11435. The answers will help determine the services that the student may be eligible to receive.

1. Is your current address a temporary living arrangement? ☐ Yes ☐ No
2. If temporary, is this living arrangement due to loss of housing or economic hardship?
☐ Yes ☐ No

If you answered YES to questions 1 and 2, please complete the remainder of this form. If you answered NO to either question, you may stop here.

Check any that apply:

Section A	Section B
<input type="checkbox"/> Living in a shelter or group home <input type="checkbox"/> Doubled up with relative or friends due to loss of housing or economic hardship <input type="checkbox"/> Living in a motel, car, campsite or other inadequate housing <input type="checkbox"/> Living with friends or family members (other than parent/guardian)	<input type="checkbox"/> Choices in section A do not apply

If you checked an answer in section A, please complete the rest of this form and turn in with your registration. If you checked the answer in section B, you do not need to complete this form.

Name of Student _____ Birthdate _____

Grade _____ School _____

Parent(s)/Guardian(s) _____

Temporary/Current Address _____

City _____ State _____ Zip Code _____

Parent/Guardian Signature _____

**Enrolling school, please forward completed forms to Julie Donegan in the ESS department at the District Office.*



Arizona Department of Education
Arizona Residency Guidelines
REVISED 5/21/2019

INTRODUCTION

Local educational agencies are required to provide all children who reside within the school district with equal access to public education at the elementary and secondary level. The U.S. Supreme Court held in *Plyer v. Doe*, 457 U.S. 202 (1982), that the undocumented or non-citizen status of a student (or his or her parent/guardian) is irrelevant to that student's entitlement to an elementary and secondary public education. However, pursuant to A.R.S. § 15-823, a school district or charter school may not include non-Arizona-resident pupils in their student count and may not obtain state aid for those pupils.

In Arizona, the "district of residence" of a student is determined by the residency of the parent or guardian with whom the student lives. In some cases, the district of residence may also be determined by the residency of a relative who is seeking legal guardianship or custody of a student. A.R.S. § 15-821(D). In addition, if a school district governing board determines that a student's "physical, mental, moral or emotional health is best served by placement with a grandparent, brother, sister, stepbrother, stepsister, aunt or uncle who is a resident within the school district," and the placement with that relative is not "solely for the purpose of obtaining an education in this state without payment of tuition," the student is considered a resident of the district. A.R.S. § 15-823(C).¹

Accordingly, it is the responsibility of the school districts and charter schools that receive state aid to ensure that student/parent residency information is accurate and verifiable. **While a district may restrict attendance to district residents based on available classroom space,² inquiring into students' citizenship or immigration status, or that of their parents or guardians, is not relevant to establishing residency within the district. A school district or charter school may not bar a student from enrolling because he or she lacks a birth certificate or has records indicating a foreign place of birth, such as a foreign birth certificate.**³

The Arizona Department of Education may audit schools to ensure that only Arizona resident students are reported for state aid. Any school district or charter school that cannot demonstrate the accuracy of any student's residency through documents provided by the parent/guardian may be required to repay the state aid received for that student. The following are examples of verifiable documentation parents may provide to demonstrate that they reside in a district.

VERIFIABLE DOCUMENTATION

A.R.S. § 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. This document is designed to assist school districts and charter schools in meeting the legal requirements of the statute.

The documentation required by A.R.S. § 15-802 **must be provided at initial enrollment of a student in a school district or charter school in this state and reaffirmed, although not necessarily recollected, during the**

¹ See also *Martinez v. Bynum*, 461 U.S. 321 (1983).

² Pursuant to A.R.S. § 15-816 and A.R.S. § 15-816.01, Arizona's mandatory open enrollment policies allow a student to apply for admission and transfer to any public school of his or her choice, based on available classroom space, even if it is outside of the student's district of residence. There are two basic types of open enrollment policies: 1) Intra-district: Students transfer to another school within the resident school district, or 2) Inter-district: Students transfer to a school outside of their resident district.

³ For more information, please read <https://www2.ed.gov/about/offices/list/ocr/letters/colleague-201405.pdf>.

district or charter's annual registration process. This process will vary by the school, school district, or charter school (i.e. an annual form asking parents to confirm address).

Every school district or charter school is required,⁴ within 30 days of enrollment, to obtain a certified copy of a pupil's birth certificate or other reliable proof of the pupil's identity and age,⁵ or a letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law. A school district or charter school MAY seek photo identification from the person enrolling a student to ensure that the adult is entitled to enroll the student in school, as long such a requirement does NOT unlawfully bar a student from enrolling in school.⁶

In case of an ADE Audit, the school, school district or charter school will be asked what process is used and what documentation is obtained via this process. If the student's residence has not changed, an affirmation (via a checkbox) that the previously provided proof of residency remains accurate should be sufficient. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.

For members of the armed services, a school may enroll a student if the parent provides a hard-copy or electronic document of their transfer or pending transfer to a military installation within the state. The parent must provide official documentation of residency within ten days after the arrival date which may include a temporary on-base billeting facility as their address. **PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.**⁷ 42 U.S.C. § 11 432(g)(3)(C)(i).

In general, students will fall into one of two groups: (1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and (2) those whose parent or legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

1. Parent(s) or legal guardian(s) that maintains his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide **one** of the following documents, which 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, 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

⁴ A.R.S. §15-828.

⁵ Other proof of the pupil's identity/age includes: pupil's baptismal certificate, an application for social security number or original school registration records and an affidavit explaining inability to provide a copy of the birth certificate, A.R.S. § 15-828 (A)(1)-(3).

⁶ For more information, please read U.S. DOJ Civil Rights Division "Fact Sheet: Information on the Rights of All Children to Enroll in School", <https://www.justice.gov/sites/default/files/crt/legacy/2014/05/08/plylerfact.pdf>.

⁷ Per A.R.S. §15-824 (C), "Homeless student" means a pupil who has a primary residence that is: (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations; (2) An institution that provides a temporary residence for individuals intended to be institutionalized or; (3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

- 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)

*A model Arizona Residency Documentation Form is available for schools at the end of this document.

2. **Parent(s) or legal guardian(s) that does not maintain his or her own residence:** The parent or legal guardian must have an **affidavit of shared residency** form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit for the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list bearing the name and address of the person who maintains the residence.

*A model Affidavit of Shared Residence form is available for schools at the end of this document.

USE OF AND RETENTION OF DOCUMENTS BY SCHOOLS

School officials must **retain a copy** of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indication of residency; however, documentation is subject to audit by the Department.

Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing. **MOST INFORMATION PROVIDED BY PARENTS AND GUARDIANS TO ARIZONA PUBLIC SCHOOLS IS AN EDUCATIONAL RECORD MADE CONFIDENTIAL UNDER THE FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT AND ARIZONA LAW UNLESS DESIGNATED BY THE SCHOOL AS DIRECTORY INFORMATION. A PARENT OR GUARDIAN MAY OPT OUT OF DIRECTORY INFORMATION IN ACCORDANCE WITH DISTRICT POLICY. OTHERWISE, EDUCATIONAL RECORDS ARE ONLY USED FOR LEGITIMATE EDUCATIONAL PURPOSES.**



**Arizona Department of Education
Arizona Residency Documentation Form**

Student _____ School _____

School District or Charter Holder _____

Parent/Legal Guardian _____

As the Parent/Legal Guardian of the Student, I attest* that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

- _____ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- _____ Valid Arizona Address Confidentiality Program authorization card
- _____ Real estate deed or mortgage documents
- _____ Property tax bill
- _____ Residential lease or rental agreement
- _____ Water, electric, gas, cable, or phone bill
- _____ 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 in Arizona
- _____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
- _____ Temporary on-base billeting facility (for military families)

_____ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

Signature of Parent/Legal Guardian

Date

*For members of the armed services, the provision of verifiable documentation does not serve as a declaration of official residency for income tax or other legal purposes. Armed service members may utilize a temporary on-base billeting facility as the address for proof of residency.



State of Arizona
Affidavit of Shared Residence

Student Name: _____

Parent/Legal Guardian Name _____

School Name: _____

School District or Charter Holder _____

Name of Arizona Resident: _____

I, (resident name) _____ swear or affirm that I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described as follows:

Persons who reside with me: _____

Location of my residence: _____

I submit in support of this attestation a copy of the following document that displays my name and current residence address or physical description of my property:

- _____ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- _____ Valid Arizona Address Confidentiality Program authorization card
- _____ Real estate deed or mortgage documents
- _____ Property tax bill
- _____ Residential lease or rental agreement
- _____ Water, electric, gas, cable, or phone bill
- _____ 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 in Arizona
- _____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

Printed Name of Affiant: _____

Signature of Affiant: _____

Acknowledgement

State of Arizona

County of _____

The foregoing was acknowledged before me this _____ day of _____, 20_____.

By _____

Notary Public

My Commission Expires:



Cave Creek Unified School District #93 Annual Student Release Form

Student Name _____ Grade _____ School _____

My child will be riding the bus.

☐ Yes ☐ No

Permission to photograph and/or film my child for use by the district, individual school websites, or news media for the purpose of informing the public of our schools.

☐ Yes ☐ No

Permission to release my child's name for use by the district, individual school websites, news media, yearbook and school directories for the purpose of informing the public of programs provided by our school.

☐ Yes ☐ No

Permission to release address, phone number, and/or email address to parent organizations, district-approved organizations and for use in a district-wide directory.

☐ Yes ☐ No

Permission for my child to participate in "in-district" field trips.

☐ Yes ☐ No

Permission for CCUSD to text message my cell phone listed with emergency contact information.

☐ Yes ☐ No

Permission for my child to participate in surveys administered at his/her school.

☐ Yes ☐ No

Parent/Guardian Signature

Date



Cave Creek Unified School District No. 93

Electronic Information Service (EIS)

User Agreement

NOTE: When this signed agreement is returned to the school, the user may be permitted use of EIS and BYOT resources on campus. If a signed agreement is not on file, the user will not be permitted use of EIS/BYOT resources.

Each Student User Must Agree To:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Use personal electronic devices only during instructor-designated times and in a manner deemed appropriate by the teacher.
- Connect to the internet **via the district wireless network only** and not with personal accounts that use a cell phone or personal data access device.
- Refrain from unauthorized text messaging, social networking, etc. during class or passing periods.
- Understand that the District/school is NOT responsible for loss or theft of a student's personal device.
- Being responsible for the safekeeping of their personal devices and that school administration and teachers have limited abilities to investigate loss or damage of personally owned equipment.
- Not submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Understand that electronic mail or other direct electronic communication is NOT private and may be read and/or monitored by school-employed persons.
- Not use EIS for commercial purposes.
- Follow the District's code of conduct and Internet etiquette.
- Not attempt to harm, modify, and/or destroy software or hardware nor interfere with EIS system operations or security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.

Personal Responsibility:

- I will report any misuse of EIS or personal technology devices to the administration or system administrator as appropriate.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network Etiquette: I am expected to abide by the generally acceptable rules of network etiquette. Therefore:

- I will be polite and use appropriate language. I will not send or encourage others to send abusive messages.
- I will respect privacy. I will not reveal any home addresses, personal phone numbers, or personally identifiable information.
- I will avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.

PLEASE TURN OVER AND FILL OUT THE REVERSE SIDE



Services: The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service is used and bears the risk of reliance on the information obtained.

The use of Google Documents and other Web Based Applications are used to strengthen communication and collaboration skills. All students have access to a safe, district-wide educational Google account, and may or may not be asked to use in the classroom. In addition to Google, CCUSD® also uses a variety of online curriculum tools dedicated to enhance learning objectives.

CCUSD® ensures that the online tools it provides to students maintains the privacy of student data in accordance with Arizona law.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Student Name (printed) _____

Student Signature _____ Date _____

School: _____ Grade _____

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner: As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District/School responsible for materials acquired by use of the electronic information service and/or a student's personal electronic device. I also agree to report any misuse of the EIS to a School/District administrator. (Misuse may come in many forms but can be viewed as any message that is sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in this agreement.)

☐ I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give permission to have my child use the electronic information services.

☐ I decline permission for my child to use technology and the internet at school. By making this choice, I am aware that my child will be prohibited from using any CCUSD-provided Electronic Information Service.

Parent or Guardian Name (printed) _____

Signature _____ Date _____

IMPORTANT

Parental Information Sheet

Student Name: _____ Next year grade level: _____

Birth date: _____ M ☐ F ☐ Teacher: _____ Current Grade: _____

Parent/Legal Guardian Name(s): _____

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

1. Circle the words that best describe your child's personality.

Quiet
Sensitive
Shy
Verbal
Emotional
Opinionated

Active
Assertive
Passive
Curious
Artistic
Cooperative

Tolerant of Others
Cries Easily
Impulsive
Seeks Approval
Perfectionist
Prefers to Play Alone

Sense of Humor
Critical of Self
Cautious
Self-Motivated
Easily Distracted
Prefers to Play w/others

Other: _____

2. Describe the classroom environment you think would help your child learn the best. (Some of the words below may help you with your description).

Independent
Centers
Other:

Structured
Cooperative Group

Choices
Hands-on Learning

Teacher Directed
Small Groups

3. Is there any other information you would like the school to take into account before placing your child in a classroom, such as siblings or cousins in the same classes, past educational experiences, medical or physical needs?

4. Is there anything you would like to tell next year's teacher before the year begins?



Cave Creek Unified School District

Request for Records

School Student Last Attended _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Parent, Guardian, or School Official Signature

Date

To be completed by school office:

Please send records for the student(s) listed above including:

- _____ Withdrawal form (including AZ State ID #)
- _____ Health records (including immunization)
- _____ Birth certificate
- _____ Official transcript (high school) OR report cards/grade reports (K-8)
- _____ Withdrawal grades for current classes from sending school
- _____ Standardized test results
- _____ Attendance & Discipline record
- _____ IEP, MET, Special Education records (if applicable)
- _____ 504 plan (if applicable)
- _____ ECAP (Education Career Action Plan - high school only)
- _____ Other: _____

Please mail or email items to the selected school:

Name of School
ATTN: Registrar
P.O. Box 426
Cave Creek, AZ 85327

	Phone	Fax	Email
<input type="checkbox"/> Black Mountain Elementary	480-575-2100	480-488-6708	bhoward@ccusd93.net
<input type="checkbox"/> Desert Sun Academy	480-575-2900	480-502-2364	dadams@ccusd3.net
<input type="checkbox"/> Desert Willow Elementary	480-575-2800	480-419-7265	jdennison@ccusd93.net
<input type="checkbox"/> Horseshoe Trails Elementary	480-272-8500	480-907-6643	sfairfield@ccusd93.net
<input type="checkbox"/> Lone Mountain Elementary	480-437-3000	480-595-1312	jmorgan@ccusd93.net
<input type="checkbox"/> Sonoran Trails Middle School	480-272-8600	480-272-8699	jcouturier@ccusd93.net
<input type="checkbox"/> Cactus Shadows High School	480-575-2400	480-575-2388	plazo@ccusd93.net
<input type="checkbox"/> Exceptional Student Services	480-575-2013	480-488-6711	jdonegan@ccusd93.net
<input type="checkbox"/> Academy of Excellence (100% online)	480-575-2301	480-575-2075	sgiles@ccusd93.net

1st Request: _____

2nd Request: _____

CAVE CREEK UNIFIED SCHOOL DISTRICT NO. 93 NEW STUDENT SCREENING

According to State and Federal regulations, each new student shall be screened within **45 calendar days** following enrollment. Hearing and vision screening is done by the school nurse in accordance with the Department of Health Services Guidelines.

TO BE FILLED OUT BY PARENT/LEGAL GUARDIAN

Student's Name: _____ Sex: M F Birthdate: _____
 School: _____ Teacher: _____ Grade: _____
 Primary Language/Home: _____ Primary Language/Student: _____
 Racial/Ethnic Background: _____ Please indicate if student has previously received or is currently receiving:
 Special Ed. services? ____ No ____ Yes, send immediately to school psychology
 Section 504 services? ____ No ____ Yes, forward to site 504 coordinator

TO BE FILLED OUT BY TEACHER

Student's First Date of Attendance: _____

Teacher: _____
 (please print name above)

Circle Yes (Y) or No (N) below, as applicable

A. ACADEMIC PROGRESS _____ No Difficulty
 Y N Learns very slowly
 Y N Significantly below classmates in academics
 Y N Appears to be a discrepancy between ability and achievement
 Y N Does not remember concepts taught day to day
 Y N Written expressions is far below verbal expression

B. READING _____ No Difficulty
 Y N Significantly below grade level
 Y N Learns from listening, but not from reading
 Y N Can follow verbal instructions, but not written ones

C. EMOTIONAL _____ No Difficulty
 Y N Impulsive, aggressive behavior
 Y N Withdrawn, daydreams, fearful, anxious, insecure
 Y N Poor peer relationships

D. PSYCHOMOTOR _____ No Difficulty
 Y N Restless, short attention span, distractible
 Y N Clumsy, awkward, poor coordination
 Y N Has physical handicap which impedes educational progress

E. COMMUNICATION _____ No Difficulty
 Y N Has difficulty following directions
 Y N Appears to have dysfluent speech
 Y N Poorly articulates sounds of speech
 Y N Has difficulty expressing ideas
 Y N Sentence length or structure is not appropriate for age
 Y N Has harsh voice, inappropriate pitch or limited vocal inflection

F. VISION _____ No Difficulty
 Y N Blinking, rubbing, squinting of eyes
 Y N Tilts head to one side when reading
 Y N Holds book too close or too far

G. HEARING _____ No Difficulty
 Y N Frequently complains of earaches or has frequent ear infections
 Y N Seems not to pay attention or fails to respond when questioned
 Y N Turns one ear toward speaker or appears to be lipreading

H. ESL (English as a Second Language)
 Y N Developing comparable to same language peers

ACTIONS:

- 1 [] NO CONCERNS NOTED ABOVE. NO FURTHER ACTION NECESSARY AT THIS TIME.
- 2 [] ALTHOUGH DIFFICULTIES ARE NOTED THEY ARE CURRENTLY BEING ADDRESSED THROUGH MODIFICATIONS TYPICAL FOR STUDENTS AT THIS LEVEL. SST OR FURTHER EVALUATION CONSIDERATION IS NOT NECESSARY AT THIS TIME.
 PARENT CONTACTED _____ (MUST BE WITHIN 10 DAYS)
- 3 [] CONCERNS NOTED ABOVE. AN SST TO BE INITIATED (SST DOCUMENT TO BE ATTACHED). IF NECESSARY A FORMAL MULTIDICIPLINARY REFERRAL WILL FOLLOW TO ADDRESS CONCERNS NOT ADEQUATELY PROVIDED FOR THROUGH ACCOMMODATIONS AND MODIFICATIONS (*UPDATE SECTION REQUIRED).

Teacher Signature _____

Date _____

UPDATE:

- 4 [] DIFFICULTIES ARE ADEQUATELY AND SATISFACTORILY BEING ADDRESSED THROUGH MODICFICATIONS LISTED ON THE SST. FURTHER EVALUATION CONSIDERATION IS NOT NECESSARY AT THIS TIME.
- 5 [] A REFERRAL FOR FURTHER EVALUATION WAS MADE ON: _____

DATE PARENT/LEGAL GUARDIAN CONTACTED: _____

COMPREHENSIVE CHILD HISTORY

NOTE TO PARENTS/LEGAL GUARDIANS: The information on this form will assist school personnel in providing your child with comprehensive health and developmental screening and help in taking a total look at your child's health and developmental status.

Child's Name: _____ DOB: _____ Male: ___ Female: ___

Mailing Address: _____

Location Address: _____ Home Phone: _____

Parent/Legal Guardian _____ Phone: _____

Parent/Legal Guardian _____ Phone: _____

Primary Physician's Name: _____ Phone: _____

Address: _____

Date of last complete physical exam: _____

Primary Dentist: _____ Phone: _____

Date of Last Exam: _____ Date of next scheduled exam: _____

Does your child have medical insurance? _____ Dental insurance: _____

Please list child's brothers and sisters:

Name	Birth Date	Sex (M or F)

PAST MEDICAL HISTORY (Check those that apply)

_____ The child's mother had difficulties during pregnancy, labor and/or delivery.

_____ My child had difficulties at birth or shortly after birth.

_____ My child weighed less than five pounds. Child's birth weight: _____

_____ There are or may be inherited diseases in our family (parents, brother, sisters, grandparents, cousins, aunts and uncles) that may affect my child's health.

My child has had the following diseases:

_____ Meningitis

_____ Rheumatic Fever

_____ Mumps

_____ Pneumonia

_____ High Fever (104 for longer than 2 days)

_____ Diabetes

_____ Rubella – Red or Hard Measles

_____ Rubella – German or 3-Day Measles

_____ Strep Infections or Scarlet Fever

_____ My child has had other important illnesses for which he/she was not hospitalized. If so, describe: _____

My child has the following allergy problems (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Asthma or Hay Fever | <input type="checkbox"/> Food Allergy |
| <input type="checkbox"/> Drug or medication allergy | <input type="checkbox"/> Severe reaction to insect sting |
| <input type="checkbox"/> Reaction to an immunization | <input type="checkbox"/> Eczema or hives |
| <input type="checkbox"/> Has frequent accidents | <input type="checkbox"/> Has accidentally become poisoned |

Special Health Care – My child:

- ☐ Has undergone special tests for health problems
☐ Has been seen by medical specialists
☐ Has had some chronic health problems (If so, please describe)

My child has been hospitalized. (If so, please list dates, reason, and treatment given):

Growth & Development – List your child's age when he/she could do the following:

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Sit alone | <input type="checkbox"/> Say single words | <input type="checkbox"/> Walk alone |
| <input type="checkbox"/> Use two word sentences | <input type="checkbox"/> Become toilet-trained | |

Please describe any questions or concerns you may have about your child's growth and development:

Present Medical History

General – List any medications your child takes regularly:

Describe any physical limitations or restrictions your child has:

Check appropriately if you have any of the following concerns about your child:

- | | | |
|--|--|--|
| <input type="checkbox"/> Has a poor appetite | <input type="checkbox"/> Has excessive thirst | <input type="checkbox"/> Eats too much |
| <input type="checkbox"/> Has sleep problems | <input type="checkbox"/> Has too little energy | |

Skin: Check all that apply

- ☐ Has problems with rashes ☐ Bruises easily ☐ Has unexplained lumps or spots

Head: Check all that apply

- ☐ Has had one or more head injuries ☐ Has frequent headaches

- ☐ Has had a period of unconsciousness as a result of an injury

Eyes: Check all that apply

- ☐ Has problems with his/her eyes such as squinting, crusty lids, mattering, etc.
☐ My child wears glasses or contact lenses

Ears, Nose & Throat: Check all that apply

- ☐ Has had 2 or 3 episodes of ear problems in a year
- ☐ Has had earaches or discharge from the ear within the past six months
- ☐ Seems to have trouble hearing
- ☐ Has had two or more throat infections in a year
- ☐ Has frequent nose bleeds
- ☐ Has swollen glands frequently

Dental (check all the statements that are usually true for your child):

- ☐ Uses fluoride toothpaste ☐ Drinks well water at home ☐ Has teeth flossed regularly
- ☐ Receives fluoride treatments, rinses or tablets
- How often does your child brush his/her teeth?
- Has your child ever had a toothache?

Skeletal: Check all that apply

- ☐ Complains of pains in his/her arms, legs, back or joints
- ☐ Limp, walks funny, toes in or toes out
- ☐ Has had a broken bone, cast brace or corrective shoes

Cardiovascular: Check all that apply

- ☐ Hands and fingers turn blue when he/she plays hard
- ☐ Has heart trouble
- ☐ I have been told that my child has a heart murmur

Respiratory: Check all that apply

- ☐ Has had 4-6 colds in a year ☐ Has trouble getting rid of a cough
- ☐ Has a severe cough with colds ☐ Has shortness of breath, asthma or wheezing at times

Gastrointestinal: Check all that apply

- ☐ Has frequent stomach aches ☐ Has diarrhea frequently
- ☐ Has trouble with constipation ☐ Vomits frequently
- ☐ Seems to have a problem with foods disagreeing with him/her

Urinary: Check all that apply

- ☐ Has an interrupted, dribbling, or weak urinary stream
- ☐ Complains of pain upon urination
- ☐ I have noticed a strong/unusual odor from my child's urine
- ☐ Has trouble with bedwetting
- ☐ Has trouble wetting during the day
- ☐ Has had a kidney or bladder infection

Neuromuscular: Check all that apply

- ☐ Seems to lose his/her balance in unusual ways
- ☐ I have noticed that my child has some unexplained movements or jerks
- ☐ Has had convulsions or seizures
- ☐ Seems to have a weakness in his/her body
- ☐ Has staring spells
- ☐ Seems to fall down more than other children

Lead: Check all that apply

- ☐ We live in a house built before 1950
- ☐ Seems fussy, tired, or cranky for more than 4-6 hours every day
- ☐ Chews unusual things such as woodwork, pencils, paint chips and plaster

Behavior: Check if you have any concerns about the following behaviors in your child

- ☐ Bad dreams ☐ Biting names ☐ Lying ☐ Thumb sucking
- ☐ Restlessness ☐ Jealousy ☐ Breath holding ☐ Anger
- ☐ Temper ☐ Glum, sulky mood ☐ Irritable, easily upset
- ☐ Stammering, stuttering, poor speech
- ☐ Nervous habits of any kind
- ☐ Destroys things on purpose
- ☐ Day dreams, seems preoccupied
- ☐ Wants too much attention, support, or comfort
- ☐ Clumsy and awkward
- ☐ Selfish, unable to share
- ☐ Feelings hurt easily
- ☐ Poor bowel control



CAVE CREEK UNIFIED SCHOOL DISTRICT NO. 93

CHILD FIND NOTIFICATION

Policies & Procedures

The Cave Creek Unified School District, as required by the Office of Special Education (OSEP) and Arizona Department of Education (ADE), is responsible for ensuring that all children with disabilities aged birth (0) through twenty-one (21) years within the District's jurisdiction are to be identified, located and evaluated including children attending religious or private schools who are in need of special education and related services.

Children aged birth (0) through three (3) who have developmental delays will be located, identified and evaluated through referrals to the Arizona Early Intervention Program (AzEIP) from the Cave Creek Unified School District who will further follow-up and ensure screenings have been completed within 45 days of notification of the parent's concern.

A free appropriate education (FAPE) shall be available to all children with disabilities aged three (3) through twenty-one (21) years within the districts jurisdiction, including

- Children advancing from grade to grade,
- Those who have been suspended or expelled from school in accordance with IDEA rules and regulations, and
- Any child with a disability the district has placed in or referred to a private school or facility.

The Cave Creek Unified School District currently conducts the following activities to assist in the identification, location and evaluation of all children aged birth (0) through twenty-one (21).

- Annual notification to religious and private schools in the district
- Cooperative relationship with the Arizona Early Intervention Program (AzEIP) and Division of Developmental Disabilities (DDD)
- Annual notification to ensure all school-based personnel are aware of activities
- Annual notification to parents residing within the schools boundaries
- Bi-weekly screenings through the preschool special education department for children 2.9 through 5 years of age
- Kindergarten screenings
- New student screenings (45 day screenings)
- Student Study Teams (SST) and Response to Intervention (RTI) located at each school site
- Receipt of parent notification of concerns

For children aged birth (0) through five (5), the special education department in the Cave Creek Unified School District should be contacted to assist in the referrals and tracking of students to the Arizona Early Intervention Program (AzEIP) at 480-575-2013.

For school age children five (5) through twenty-one (21) the administrator of your child's school should be contacted or you may contact the special education department at 480-575-2013.

A full and individual evaluation encompassing existing and additional data shall be conducted for each child to determine if the child is a child with a disability and the educational needs of the child before the initial provision of special education and related services.



FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Policy & Procedures

J-7050 – JR Student Records

J-7061 – JR-R Student Records Regulations

This procedure is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA). All personnel in the District are expected to fulfill the requirements of policy and the following procedures in order to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages (34 C.F.R. 300.572).

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1231h, the USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

According to FERPA, only the teacher and/or authorized District officers and employees may have access to student records. (Volunteers are to discuss confidential matters only with the teacher or administrator of the school.)

Procedure to Inspect Educational Records

Parents have the right, upon reasonable request, for explanations and interpretations of the information contained in the records and a right to request copies of the records containing the information, if not in violation of stated policy of FERPA. Parents have the right to have a representative of the parent to inspect and review the records (34 C.F.R. 300.562 and 99.101).

The principal, or other education records custodian, will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in forty-five (45) days or less after receipt of the request for access (34 C.F. R. 300.562)