



Registration Packet Academic Year 2023-2024

Welcome to Ha:şañ Preparatory and Leadership School

Please bring the following documents for enrollment with the Registration Packet.

1. Birth Certificate (original or certified copy) **or one of the following**
 - Baptismal Certificate
 - Application for Social Security number
 - Original school records
 - Letter from the authorized representative of an agency that has custody of the student
2. Immunization Records (required to attend school)
3. Proof of Residency (required) – *see pages 10-11 for a complete list of options*
4. High School Transcripts/Proof of Promotion
5. Proof of Guardianship if student does not reside with custodial parent (required)
6. Testing Records
7. Withdrawal Form

Additional Documents if Applicable

8. Custody Document / Pending Custody
9. (Court Order/Decree/Custody Document/Hearing date document/ Power of Attorney)
10. IEPEvaluation Reports 504 Gifted

Hours of Operation:

Monday – Friday 8:30am – 4:30pm

You may submit applications in person, by mail, by fax or email (preferred)

Ha:şañ administration strongly recommends that new students schedule a campus visit. Please call and make an appointment for a tour of our campus. We currently have openings for the 2023-2024 academic year for grades 9-12th

For additional information please contact us at:
(520) 882-8826 or 1-888-84-HASAN(42726)

www.hasanprep.org



Ha:şañ Preparatory and Leadership School

1333 East 10th Street, Tucson AZ 85719 | Phone: (520) 882-8826 | Fax: (520)882-8651 | email:schoolinfo@hasanprep.org

**Ha:şañ Preparatory
Student Enrollment
School Year 2023/2024**

Previous School History:

Last School/District Attended _____ Grade: _____

Dates Attended: From: _____ To: _____

Address (if available): _____

Has the student ever been, or in the process of being expelled from school? Yes No

If yes, from what school? _____

Reason: _____

IEP/504 (Check all that apply to the student)

Does your student have an IEP/504 or did he/she ever have an IEP/504? IEP 504 No

Foster Care:

1. Are you currently placed in a DCS Group Home, with Kinship Foster, or with a Foster Guardian?

Yes No

2. If yes, please check the box that describes the foster placement:

DCS group home Foster guardian Kinship foster Other

SCHOOL USE ONLY:

SID: _____ Entered in PowerSchool: _____ Entry Code: _____ Start Date: _____

Proof of Documents: _____ Birth Certificate _____ Baptismal _____ Proof of Residency _____ Immunizations

School Official Signature: _____ Title: _____

I hereby certify that the information submitted above is correct and true to the best of my knowledge

➡ Signature of Parent or Guardian: _____ Date: ____/____/____

**Ha:şañ Preparatory
Student Enrollment
School Year 2023/2024**

Student Sign-out Authorization

(Please list 3 approved adults, over the age of 18 that have permission to sign out your student other than parent or guardian)

- My student is 18 years or older and has permission to check him/herself out when applicable.
 My student is 18 years or older and **DOES NOT** have permission to check him/herself out.

I (parent/guardian) will give prior notice to school administration if this form of check out needs to occur.

Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____

Military Student Identifier Information

1. Is the student a dependent of a member of the United States military service in the *Active-Duty* Army, Navy, Air Force, Marine Corps, or Coast Guard? ¹

YES NO REFUSE TO ANSWER

2. Is the student a dependent of a full time member of the National Guard, or Reserve force of the United States military (Army, Navy, Marine Corps or Air Force)

YES NO REFUSE TO ANSWER

3. Is the student a dependent of a member of the National Guard, or Reserve force of the United States military (Army, Navy, Marine Corps or Air Force)?

YES NO REFUSE TO ANSWER



Signature of Parent/Guardian

_____/_____/_____
Date:

Ha:şañ Preparatory

Ha:şañ Preparatory and Leadership School

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**Student Enrollment
School Year 2023/2024**

Transportation Request Form

Physical Address where student resides:

Address: _____

*It is the Parent/Guardian's responsibility to inform the school of a student's change of address or contact information has changed.

Check which of the following is applicable to the student during this school year:

- I will provide transportation to and from Ha:şañ School for my student.
- My student lives in Tucson/San Xavier and will need transportation from the address above.
- My student live on the main reservation and will ride the Sells Bus
- Sells Bus Stop
- Highway 86 Bus Stop Location
- Reside in Tucson and I agree to pay Sun Tran Fees for the monthly Passes(Parent/Guardian's will be required to apply for the economy card offered through Sun Tran These economy passes are free to our students if they qualify)

Ha:şañ School provides transportation for students as a service to parents and students. All school rules apply to the bus as well.



Signature of Parent/Guardian

Date:

Check here if your child **DOES NOT** have any health issues (sign at the bottom)

HEALTH CONCERNS/HEALTH HISTORY:

My child has a LIFE-THREATENING health condition*: _____

- If your child has health concerns please check all current health conditions below (and fill in all applicable blanks). Parent/Guardian is responsible for notifying the school of new or existing health concerns and for providing the school with any medication or equipment that the student will require during the school day.
- Please contact the office manager to discuss your child's needs.

ALLERGIES

Seasonal Medication Allergies: _____ Bee Insect: _____

Food: _____ Other: _____

Reaction: Anaphylaxis Local Swelling Hives/Rash Other: _____

Treatment: *EpiPen* requires action plan/permit Other: _____

Needs medication at school Please submit prescription from pharmacy

ASTHMA

Treatment: *Carries inhaler (permit required) Other: _____

My child was diagnosed with asthma but no longer uses an inhaler

DIABETES

*Type I (takes insulin) Insulin Pump Pen Syringe

Type II (diet/exercise/medication controlled) My child is independent in diabetic care

My child needs help with: _____

EMOTIONAL/BEHAVIORAL/PSYCHOLOGICAL/DEVELOPMENTAL

ADD ADHD Anxiety Asperger's Autism Bipolar Depression Developmental Delay Mood Disorder

OCD ODD Post Traumatic Stress Disorder Schizophrenia

Other: _____

SEIZURES* (please contact the administration to discuss your student's condition and action plan)

OTHER MEDICAL ISSUES (if you check any conditions below please explain in space provided)

Activity Restriction Bowel/Bladder Chromosome/Genetic Gastrointestinal Migraines Skin Condition

Birth Defect Cancer Concussion Bleeding Disorder Heart Condition Neurological Special Diet

Cerebral Palsy Endocrine Hypertension Physical Disability

Other: _____

<input type="checkbox"/> HEARING/VISION	<input type="checkbox"/> MEDICATION* (obtain medication permission form from the Registrar)
<input type="checkbox"/> Known hearing loss (explain): _____	<input type="checkbox"/> Medication taken at home
<input type="checkbox"/> Hearing Aid <input type="checkbox"/> Glasses/Contacts	<input type="checkbox"/> Medication to be given at school *(prescription required with medication permission form)
<input type="checkbox"/> Other: _____	

It is the responsibility of the parent/guardian to notify the school if any changes occur in their student's health status.

 Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____



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
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)
- _____ Consular identification card issued by a foreign government as a valid form of identification if the foreign government uses biometric verification techniques in issuing the consular identification card
- _____ 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)
- _____ Consular identification card issued by a foreign government as a valid form of identification if the foreign government uses biometric verification techniques in issuing the consular identification card

Printed Name of Affiant: _____

Signature of Affiant: _____

Acknowledgement

State of Arizona

County of _____

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

By _____

My Commission Expires:

Notary Public



UNITED STATES DEPARTMENT OF EDUCATION
STUDENT PRIVACY POLICY OFFICE

SPPO-21-04

A Parent Guide to the Family Educational Rights and Privacy Act (FERPA)

Other than statutory and regulatory requirements included in the document, the contents of this guidance do not have the force and effect of law and are not meant to bind the public. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

The Family Educational Rights and Privacy Act or FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) provides certain rights for parents regarding their children’s education records. FERPA gives these rights to custodial and noncustodial parents alike, unless there is a court order, legally binding document, or State law that specifically provides to the contrary. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, he or she becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student. Given the target audience for this document is parents, this guide is intended to discuss parents’ rights under FERPA. Under FERPA, the term “parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. A companion document discussing eligible students’ rights under FERPA is available on our website at <https://studentprivacy.ed.gov/resources/ferpa-general-guidance-students>.

FERPA is a Federal law that is administered by the Student Privacy Policy Office (SPPO) in the U.S. Department of Education (Department). FERPA protects “education records,” which are generally defined as records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. An “educational agency or institution,” herein after referred to as a “school,” generally means a school district, a public elementary or secondary school, or an institution of postsecondary education such as a college or university. There are also a few exceptions to the definition of education records, such as law enforcement unit records and sole possession records. More information is available at <https://studentprivacy.ed.gov/faq/what-records-are-exempted-ferpa>.

FERPA applies to schools that receive funding under any program administered by the Department. Private and faith-based schools at the elementary and secondary levels generally do not receive such funding and are, therefore, generally not subject to FERPA. In addition, the confidentiality of personally identifiable information (PII) in the education records of children with disabilities is further protected by Part B of the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1417(c) and 34 CFR §§ 300.610-300.626). These regulations contain confidentiality provisions that are similar to, but broader than, FERPA. The IDEA-FERPA crosswalk contains additional information comparing IDEA and FERPA and is available at <https://studentprivacy.ed.gov/resources/ferpaidea-cross-walk>.

The rights provided by FERPA to a parent include, but are not limited to:

- **Access to Education Records**

Under FERPA, a school or State educational agency (SEA) must provide a parent with an opportunity to inspect and review their child's education records within a reasonable period of time, but not more than 45 calendar days following receipt of a request. A school or SEA is generally not required to provide *copies* of the education records unless circumstances effectively prevent the parent from exercising the right to inspect and review the education records. For example, if a parent who does not live within commuting distance of their child's school requests that the school provide access to his or her child's education records, the school would be required to make other arrangements for the parent to inspect and review the requested records, or to provide a copy of the requested records.

- **Amendment of Education Records**

Under FERPA, a parent has the right to seek amendment or correction of their child's education records that the parent believes to be inaccurate, misleading, or in violation of the child's rights of privacy. However, while a school is not required to amend an education record in accordance with a parent's request, a school is required to consider the request for amendment, to inform the parent of its decision, and, if the request is denied, to advise the parent of his or her right to a hearing on the matter. If, as a result of the hearing, a school decides not to amend the education records, then the parent has the right to insert a statement in the record commenting on the contested information or stating why the parent disagrees with the decision, or both. That statement must remain with the contested part of the education record for as long as the record is maintained and be included whenever the contested part is disclosed.

While a parent has the right to seek to amend non-substantive factual errors in the student's education records, the right is not unlimited, and a school is not required by FERPA to afford a parent the right to seek to change substantive decisions made by school officials, such as substantive decisions made in the context of grades given to a student based on their performance, other evaluations of the student's performance, or disciplinary decisions. These substantive decisions also include evaluations of whether a student has a disability and is eligible for special education and related services, disagreements about the content of a student's Individualized Education Program (IEP), or the student's educational placement under Part B of IDEA. While under FERPA a parent may seek amendment to correct a non-substantive factual error in an IEP, a parent should utilize the Part B of IDEA dispute resolution procedures (State complaints, mediation, or due process hearing procedures) to resolve disputes with a school regarding substantive matters. Each State has resources to help parents to participate effectively in their children's education and development. State contact information is available at <https://sites.ed.gov/idea/contacts/#state>.

- **Disclosure of Education Records**

Under FERPA, a school generally may not disclose PII from a student's education records to a third party unless the student's parent has provided prior written consent. However,

there are a number of exceptions to FERPA's general consent requirement, some of which are described below. Under these exceptions, schools are *permitted* to disclose PII from education records without consent, but they are not *required* to do so by FERPA.

School Official

FERPA allows "school officials," including teachers, within the school to obtain access to PII from education records without consent, provided that the school has determined the officials have a "legitimate educational interest" in the information. The school's annual notification of rights under FERPA must specify the criteria for determining who constitutes a "school official" and what the school considers to be a "legitimate educational interest." Typically, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Also, under the "school officials" exception to the consent requirement, FERPA permits a school to disclose education records to contractors (e.g., software/application vendors, lawyers), consultants (e.g., nutritional or information technology consultants), volunteers (e.g., home room parent volunteers, field trip chaperones, student volunteers), or other third parties to whom the school has outsourced institutional services or functions, provided that the outside party:

1. Performs an institutional service or function for which the school would otherwise use employees;
2. Is under the direct control of the school with respect to the use and maintenance of education records;
3. Is subject to the requirements in FERPA that PII from education records may be used only for the purposes for which the disclosure was made, and which govern the redisclosure of PII from education records; and
4. Meets the criteria specified in the school's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records.

More information regarding the use of school volunteers and FERPA is available at <https://studentprivacy.ed.gov/training/school-volunteers-and-ferpa>.

Seeks or Intends to Enroll

Another exception to FERPA's general consent requirement permits a school to disclose PII from a student's education records, without consent, to another school in which the student seeks or intends to enroll, or where the student is already enrolled, as long as the purpose of the disclosure is related to the student's enrollment or transfer. A school that discloses education records under this exception must make a reasonable attempt to notify the parent of the disclosure, unless the disclosure is initiated by the parent, or the school's annual notification of rights under FERPA includes a notice that it forwards education records to other schools that have requested the records and in which the student seeks or intends to enroll or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. A school that discloses education records under this exception also must provide the parent, upon request, a copy of the records that were

disclosed or, upon request, an opportunity for a hearing to amend the records that were disclosed. Under this exception, a school has the discretion to disclose academic, disciplinary, or any other PII from the student's education records to the new school. Further, a parent does not, under FERPA, have the right to prevent a school from disclosing such PII from the student's education records, or from communicating information about a student more generally, to the school in which the student seeks or intends to enroll.

Directory Information

FERPA also permits a school to disclose PII from a student's education records, without consent, when such information has been appropriately designated as "directory information" and the parent has not opted out of the disclosure of such designated information. The FERPA regulations define directory information as information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance (i.e., the period of time during which the student attends or attended the school), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent school attended. FERPA provides that a school may disclose, without consent, directory information if the school has given public notice to parents of the types of PII that it has designated as directory information and the process, including period of time, for parents to opt out of certain directory information disclosures. This notice is often included in the annual notification discussed below. For more information regarding directory information, visit <https://studentprivacy.ed.gov/training/b-cs-student-directory-information>.

Dependent Student

FERPA provides ways in which a school may share education records on an eligible student with their parents. Schools may, but are not required to, disclose any and all education records to parents, without the consent of the eligible student, if the student is a "dependent student," as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax return, a school may disclose the student's education records to either parent, without the eligible student's consent.

This exception to FERPA's general consent rule also permits institutions of postsecondary education to share information with parents of students who are enrolled in both a high school and a college or university (dually enrolled). In this situation, the parents retain the rights over the student's education records maintained by the high school, if the student is under the age of 18 years, and the student retains the rights over the education records maintained by the college or university.

Other Exceptions

Provided certain conditions are met that are not included in the summary below, other exceptions to FERPA's general consent requirement that would permit the disclosure of PII from education records include, but are not limited to, the following:

- To authorized representatives of, among others, State and local educational authorities, such as a State department of education, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs
- To a representative of a State or local child welfare agency or Tribal organization regarding a child in foster care
- To State and local officials or authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed
- To organizations conducting studies for, or on behalf of, the school for specified purposes including improving instruction
- To comply with a judicial order or a lawfully issued subpoena
- In connection with a health or safety emergency

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of their rights under FERPA. There are separate annual notifications and other rights under IDEA. The FERPA annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of PII from the records (except in certain circumstances), and the right to file a complaint with SPPO regarding an alleged failure by a school to comply with FERPA. The notification must also inform parents of the school's criteria for the terms "school official" and "legitimate educational interest" in certain instances. A school is not required to notify parents individually, but rather is required to provide the notice by any means that are reasonably likely to inform parents of their rights. These means could include publication in a school activities calendar, newsletter, student handbook, or on a school's website.

Complaints of Alleged Violations with FERPA

Parents who believe that their FERPA rights may have been violated may file a complaint with SPPO at <https://studentprivacy.ed.gov/file-a-complaint>. SPPO will review the complaint to ensure the complaint:

- Is filed, in writing, by a parent who maintains FERPA rights over the education records that are the subject of the complaint;
- Is submitted to SPPO within 180 days of the date of the alleged violation or of the date that the parent knew or reasonably should have known of the alleged violation; and
- Contains specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred.

SPPO will then make a case-by-case determination to determine the best mechanism for resolving the underlying situation. Sometimes the action will be a formal investigation; for other complaints, consistent with the statute and applicable regulations, we will take other appropriate actions, such as acting as an intermediary or providing resolution assistance. More information regarding our complaint process is available at <https://studentprivacy.ed.gov/file-a-complaint>.

Additional Information

For more information regarding FERPA and other student privacy issues, please visit our website at <https://studentprivacy.ed.gov>.

If you have questions about FERPA that are not addressed here, you may also submit a question through our website at <https://studentprivacy.ed.gov/contact> or write to SPPO for additional guidance at the following address:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520



McKinney-Vento Form

The purpose of this form is to identify and support Ha:San Prep students who may be eligible to receive services in accordance with the McKinney-Vento Act 42 U.S.C. 11435. Eligibility must be reviewed and reevaluated every school year. The information on this form is confidential. If you have questions or concerns, call (520) 882-8826

Name of Student: _____ Date of Birth: _____
Last First Middle Month Day Year

Address: _____ Contact Phone # _____

Check the box that best describes with whom the student resides:

- Parent(s) / Legal Guardian(s) _____
Legal Guardianship may be granted only by a court
- CPS / Foster Care / Group Home _____
- Caregiver(s) who are not legal guardian(s) _____
Examples: friends, relatives, parents of friends, etc.
- Unaccompanied Youth _____
An unaccompanied homeless youth who meets the definition of homeless and also is not in the physical custody of a parent or guardian.
Youth who are eligible under McKinney-Vento must be enrolled immediately.

Check one box that best describes student's living situation:

- Own, rent or lease home or apartment; or live in Section 8 housing; or in military housing and my home has electricity and running water.

►If you have checked the box above, STOP. You have completed the form. Please sign below.

- In the home of a friend or relative because I lost my housing due to fire, flood, lost job, divorce, domestic violence, unsafe environment, or other _____
- In a shelter because I do not have permanent housing (living in a family emergency shelter, domestic violence shelter, children/youth shelter, other _____)
- In transitional housing (housing that is available for a specific length of time only and is partly or completely paid for by a church, a nonprofit organization, or another organization).
- In a hotel or motel (because of economic hardship, eviction, cannot get deposits for permanent home, flood, fire, or other natural disaster).
- In a tent, car, van, abandoned building, on the streets, at a campground, in the park, or other unsheltered location.
- My home has no electricity and/or no running water.
- None of the above describes my present living situation.

Briefly describe your situation: _____

This form will better assist Ha:sañ Preparatory and Leadership School in ensuring students and families receive the services for which they are eligible. The information on this form is also required by law to comply with the McKinney-Vento Act 42 U.S.C. 11434a (2), which is also known as Title X, Part C, of the No Child Left Behind Act. NOTE: Presenting a false record or falsifying records is an offense, and enrollment of the student under false documents subjects the person to liability tuition or other costs. (ARS Section 13-2704 and Section 39-161).

Signature of Parent/Legal Guardian/Caregiver/Unaccompanied Student

Date

ED 506 Form
Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program

Parent/Guardian: This form serves as the official record of the eligibility determination for each individual child included in the student count for the Title VI Indian Education Formula Grant Program. If you choose to submit a form, your child could be counted for funding under the program. The grantee receives the grant funds based on the number of eligible forms counted during the established count period. You are not required to complete or submit this form unless you wish for your child(ren) to be included in the Indian student count. This form should be kept on file with the grant applicant and will not need to be completed every year. Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

Student Information

Name of the Child _____ Date of Birth _____ Grade level _____

Name of School _____ School District _____

Tribal Membership

The individual with Tribal membership is the (select only one): child child's parent child's grandparent

If the individual with Tribal membership is **not** the child listed above, name the individual (parent/grandparent) with tribal membership: _____

Name and address of Tribe or Band that maintains updated and accurate membership data for the individual listed above:

Name _____ Address _____

City _____ State _____ Zip Code _____

The Tribe or Band is (select only one):

- Federally Recognized Tribe
- State Recognized Tribe
- Terminated Tribe
- Alaska Native
- Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

Proof of membership in Tribe or Band listed above, as defined by Tribe or Band is:

- Membership or enrollment number establishing membership (if readily available) or
- Other evidence establishing membership in the Tribe listed above (describe and attach)

Membership or enrollment number establishing membership (if readily available) or other evidence establishing membership in the Tribe listed above (describe and attach). _____

Attestation Statement

I verify that the information provided above is true and correct to the best of my knowledge and belief.

Printed Name of Parent/Guardian _____ Signature _____

Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Email _____ Date _____

For Parent/Guardians:

Definitions:

Indian means an individual who is (1) A member of an Indian Tribe or Band, as membership is defined by the Indian Tribe or Band, including any Tribe or Band terminated since 1940, and any Tribe or Band recognized by the State in which the Tribe or Band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

Student Information: Write the name of the child, date of birth, grade level, name of school and school district. Only name one child per form.

Tribal Membership: Write the name of the individual with the tribal membership, if it is not the child listed. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one identifier: the child, child's parent or grandparent, for whom you can provide membership information.

Write the name and address of the organization that maintains updated and accurate membership data for such Tribe or Band of Indians. The name does not need to be the official name as it appears exactly on the Department of Interior's list of federally recognized Tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the Tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. Write the enrollment number establishing the membership for the child, parent or grandparent, if readily available, or other evidence of membership.

Attestation Statement: Provide the printed name of parent/guardian and signature, address, phone number and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W238, Washington, D.C. 20202-6335

ESEA (Title I) Income Eligibility

The Arizona Department of Education provides the following FY 2023 Income Guidelines for determining eligibility information for federal funding associated with programs funded under the Elementary and Secondary Education Act (ESEA).

Is your family at or below the current income guidelines based on the attached **ESEA (Title I) Income Eligibility Guidelines** schedule?

Indicator 1

Indicator 2

No

Definition of Income: all items such as wages and salaries before any deductions, and other income, such as self employment, welfare, social security, retirement benefits unemployment compensation, worker's compensation, Aid for Dependent Children, alimony, child support, pensions, insurance or annuity payments, etc.

If your family qualifies, please complete the following information for each child:

Child's Name

Name of School

Grade

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that all the above information is true and correct.

Parent/Guardian Signature _____ Date: _____

These survey forms should be retained by the school or LEA and kept on file for a period of 5 years.

ESEA (Title I) INCOME Eligibility GUIDELINES

July 1, 2022- June 30, 2023

Income Eligibility 1

HOW OFTEN INCOME WAS RECEIVED

Family Size:	Yearly	Monthly	2 x Month (Bi-Monthly)	Bi-Weekly (Every Two Weeks)	Weekly
1	17,667	1,473	737	680	340
2	23,803	1,984	992	916	458
3	29,939	2,495	1,248	1,152	576
4	36,075	3,007	1,504	1,388	694
5	42,211	3,518	1,759	1,624	812
6	48,347	4,029	2,015	1,860	930
7	54,483	4,541	2,271	2,096	1,048
8	60,619	5,052	2,526	2,332	1,166
Each Additional Member Add:	+6,136	+512	+256	+236	+118

Income Eligibility 2

HOW OFTEN INCOME WAS RECEIVED

Family Size:	Yearly	Monthly	2 x Month (Bi-Monthly)	Bi-Weekly (Every Two Weeks)	Weekly
1	25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
Each Additional Member Add:	+8,732	+728	+364	+336	+168

Note:

If all income is received on the same schedule

Example: $alimony = \$100 / month$ & $pension = \$300 / month$

DO NOT use conversion factors

If family reports income sources from more than one schedule

Example: $alimony = \$100 / month$ & $pension = \$300 / week$

Income MUST be converted to yearly.

Yearly Income = Monthly	x 12
Yearly Income = Twice Per Month (Bi-Monthly)	x 24
Yearly Income = Every Two Weeks (Bi-Weekly)	x 26
Yearly Income = Week	x 52

DO NOT round the values resulting from each conversion

STUDENT INTERNET ACCEPTABLE USE

Students will have access to:

- Electronic mail (e-mail) communication with people all over the world.
- Information, Online databases and news from a variety of sources and research institutions
- School provided software and public domain/shareware software of all types.
- Discussion groups on a wide variety of topics
- Variety of web-based programs to publish content to the web.
- Collaborative web-based programs for the purpose of project based learning.
- Online courses and curriculum, academics software and electronic learning resources.

1. RESPONSIBILITY

Ha:şañ has taken reasonable precautions to restrict access to “harmful matter” and to materials that do not support approved educational objectives. “Harmful matter” refers to material that is taken by a whole by the average person applying contemporary statewide standards, this describes “harmful matter” as offensive material that lacks serious literary, artistic, political or scientific value for minors. The teacher and staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students.

Ha:şañ takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user’s risk.

2. ACCEPTABLE USE

The purpose for students having access to Ha:şañ intranet and the internet use is to enhance teaching and learning by providing access to 21st century tools and resources as well as online instructions. Use of another organization’s data networks (i.e. Cell phone carriers) or computing resources must comply with rules of that network as well as School User policies.

3. PROHIBITED USES

Transmission of any material in violation of any federal or state law and district policy is prohibited. This includes, but is not limited to, the distribution of:

- A. Bullying by using information and communication technologies (Cyber Bullying).
- B. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- C. Advertisements, solicitations, commercial ventures or political lobbying.
- D. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
- E. Material that violated copyright laws.
- F. Vandalism, unauthorized access, “hacking”, or tampering with hardware or software, including introducing “viruses” or pirated software, is strictly prohibited.

WARNING:

Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense any combination of the following policies/procedures will be enforced: Education Code, School procedures, and school site discipline/ network use policy

4. PRIVILEGES

The use of Ha:şañ Intranet and the Internet is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. The administration, teachers and/or staff may request the site system administrator to deny, revoke or suspend specific user access.

5. NETWORK RULES AND ETIQUETTE

The use of Ha:şañ intranet and the Internet requires that students abide by the school rules of network use etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not send abusive messages to anyone
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. **Note:** E-mail and web-based programs are not private and are subject to review by school staff. People who operate the system have access to all mail. Messages relating to or in support of, illegal activities must be reported to appropriate authorities.
- c. Maintain privacy. Do not reveal the personal address, phone numbers, personal websites or images, of yourself or other persons. Before publishing a student's picture, first name, or work on the internet the school must have on file a parent release authorizing publication.
- d. Cyberbullying is considered harassment. Refer to The Policy against Harassment and Discrimination.
- e. Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission
- f. Do not disrupt the network

6. CYBER-BULLYING

Cyberbullying is the use of any electronic communication device to convey a message in any format (Texting, image, audio, or video) that intimidates,, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Staff and students will refrain from using personal communication devices or district property to cyber-bully one another. Cyberbullying may include but is not limited to:

- i) Spreading information or pictures to embarrass someone.
- ii) To have a heated unequal argument on line that includes making rude, insulting or vulgar remarks.

- iii) Isolating an individual from his or her peer group.
- iv) Using someone else's screen name and pretending to be that person
- v) Forwarding information or pictures meant to be private

7. SECURITY

Security on any system is a high priority. If you feel you can identify a security problem on Ha:şañ intranet, notify the district Educational Technology Department of the Information Technology Department either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Ha:şañ intranet and the Internet.

8. VANDALISM

Vandalism will result in cancellation of privileges. This includes but is not limited to the uploading and/or creation of computer viruses.

9. PARENT PERMISSION REQUIRED

Students and their parents/guardians are required to sign and return the Computer/Internet Access Acknowledgement Form before being allowed to use school computers.

Please read the "Network Use Guidelines" for Ha:şañ Preparatory and Leadership School before signing this document. This is a contract that must be signed before you will be given access to Ha:şañ intranet and Internet use.

I understand and will abide by the above terms and conditions for access to SanDiNet and/or the internet.

1. *I understand that the signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance*
2. *I further understand that any violation of these regulations is unethical and some actions could constitute a criminal offense. Should I commit any violation my access privileges will be revoked and school disciplinary action will be taken against me and all appropriate legal action will be considered*

Student Signature

Printed Name

Date

Ha:şañ Preparatory and Leadership School

1333 East 10th Street, Tucson AZ 85719 | Phone: (520) 882-8826 | Fax: (520)882-8651 | Email:schoolinfo@hasanprep.org

If user is under the age of 18, a parent/guardian must also read and sign this agreement.

As the parent/guardian of this student, I have read the terms and conditions outlined in Ha:şañ’s “**Network Use Guidelines**”

I understand that this access is designed for educational purposes and Ha:şañ Preparatory and Leadership School has taken precautions to eliminate controversial materials. However, I also recognize it is impossible for Ha:şañ Preparatory and Leadership School to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network.

If this student has access to the Internet in a setting other than school, I acknowledge that the school is not responsible for any material the student may access.

I hereby give my permission for the above named student to have access to Ha:şañ intranet and the Internet

Parent/Guardian Signature

Printed Name

Date

Ha:şań Preparatory & Leadership School

Parent Agreement for Technology Resources

This document is an agreement and understanding between HPLS, parents, guardians, and students for the use of and responsibility for a Lenovo Chromebook.

The following guidelines will be followed:

The equipment listed on this form remains the property of the Ha:şań Preparatory & Leadership School. **Please do not decorate or remove the label used to identify the device.**

While HPLS intends to loan this device for use at home, if the device is a school-issued computer, the student is expected to always keep this device with them while on campus for in-class activities. If a student fails to bring the laptop to school more than three times, the right to use the computer at home will be revoked until a parent meeting is scheduled to discuss the policy.

The student is responsible for using the equipment as intended and in alignment with the HPLS Technology Guidelines. **By signing below, you agree to review the HPLS Technology Guidelines in the Student Handbook.**

The equipment is only to be used by the student listed below.

Care should be given to maintain the equipment in the same condition it received. **If damage does occur, it should be reported to HPLS as soon as possible.**

The parent or guardian will be responsible for the replacement cost of the technology in the event of loss or excessive damage. Laptop - \$350

Essential tech support for this device related to school use can be received by calling 520-882-8826.

Fill out the information below:

All fields are required for the disbursement of a Chromebook.	
Student Name:	Parent/Guardian Name:
Student Grade Level:	Parent/Guardian Email:
<i>By signing below, you agree to the conditions stated above:</i> Parent Signature:	School Representative:
Date:	Date:
<i>For internal use only. Please leave blank.</i> Serial number:	Incident History:
Condition:	