



A+ Children's Academy is a tuition free community school established under Chapter 3314.01 of the Ohio Revised Code.

The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school.

A+ Children's Academy determines a student's grade level by reviewing student's previous transcripts/report cards to confirm successful promotion or retention. Other factors may include a student's age, learning capabilities, and ELA test results.

A+ Children's Academy does not discriminate in its selection of students and employees on the basis of race, color, gender, or ethnic origin. All students and employees of all race, color, gender, or ethnic origin are entitled to all rights, privileges, programs, and activities provided by the school.

www.apluschildrensacademy.org

PHONE: 614-491-8502

FAX: 614-491-8631

114 Obetz Rd. Columbus OH, 43207

The Admissions Process

The following documents are a requirement to successful enrollment. Please complete all documents and return all required information.

Once completed documents are received by the school, students are considered registered for their appropriate grade, unless there is a waitlist. Once registered, any student records from the previous institution are then requested by A+ Children's Academy.

Admission to the school shall be open to any individuals who are entitled to attend school pursuant to section 3313.64 or 3313.65 of the Revised Code in a school district in the State of Ohio.

A+ Children's Academy shall not discriminate in the admission of students to the school based on race, creed, color, disability or sex.

A+ Children's Academy shall not limit admission to students based on intellectual ability, measures of achievement or aptitude, or athletic ability.



Enrollment Checklist

The following information is required before a student can start school.

You must bring these items with you at the time of enrollment.

Copy of Birth Certificate	
Proof of Address (acceptable documents listed on enrollment form)	
Custody Papers (if applicable to your family)	
Immunization Records	
Copy of the student's IEP (if applicable)	
Photo I.D. for the parent/guardian	

Complete the following forms in this packet.

Student Enrollment Form	
Authorization Form	

Please request the following forms if they apply to your child / family.

Medical Authorization Form (required for medicines to be administered at school by school personnel)	
Self-Medication Authorization Form (required and used only for students self-medicating with asthma inhalers)	
Special Diet Form	

Please bring the following items with you. They are needed to place your student in the appropriate classes.

Withdrawal papers from the previous school (including grades at time of withdrawal) This does not apply for students enrolling during the summer.	
Latest Grade Card	

Student Information

Students Name: _____
Last Name Suffix First Name Middle Name

Date of Birth (MM/DD/YYYY): ___ / ___ / _____ Gender: Male Female

Proof of Age: Birth Certificate

Country of Birth: _____ State of Birth: _____ City of Birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Proof of Address: Paycheck or Paystub dated within 90 days of enrollment Most recent Bank Statement Government Records
 Landlord's Statement Lease Utility Bill dated within 90 days of enrollment Other

Dwelling Type: Apartment House Mobile Home Other _____

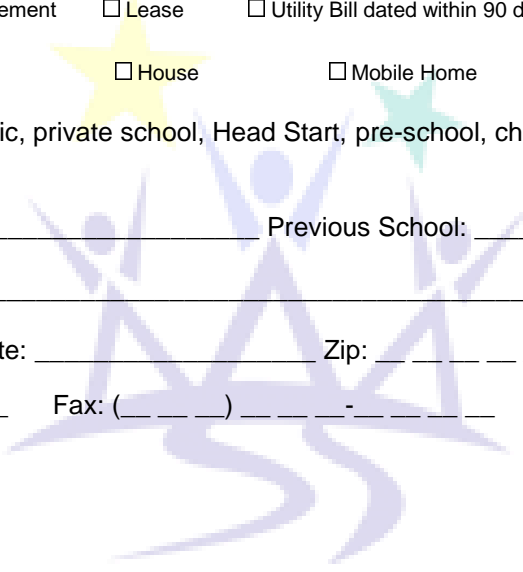
Has the student ever attended any public, private school, Head Start, pre-school, charter or community school in the state of Ohio: Yes No

Previous School District: _____ Previous School: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____



Primary Family Contact Information

1. Who has legal custody of this student?

Name: _____
First Name Last Name

Both Parents
 Father Only *
 Shared Parenting *

Mother Only *
 Guardian *
 Other *

2. With whom does the student live?

Name: _____
First Name Last Name

Both Parents
 Father Only
 Shared Parenting

Mother Only
 Guardian
 Other

Father / Guardian (Legal Name)

(Please Print) _____
Last Name Suffix First Name Middle Name

Custodial Parent Step-Parent Language Spoken at Home: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Preferred form of communication: _____ Home Phone Call _____ Cell Phone Call _____ Text Message _____ Email

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Work Phone: (____) _____ - _____ Are you available to take phone calls at work? Yes No

Email: _____ Emergency Contact Yes No Copy of Correspondence Yes No

Mother / Guardian (Legal Name)

(Please Print) _____
Last Name Suffix First Name Middle Name

Custodial Parent Step-Parent Language Spoken at Home: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Preferred form of communication: _____ Home Phone Call _____ Cell Phone Call _____ Text Message _____ Email

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Work Phone: (____) _____ - _____ Are you available to take phone calls at work? Yes No

Email: _____ Emergency Contact Yes No Copy of Correspondence Yes No

* Indicates the need for a copy of legal court document(s) to be attached.

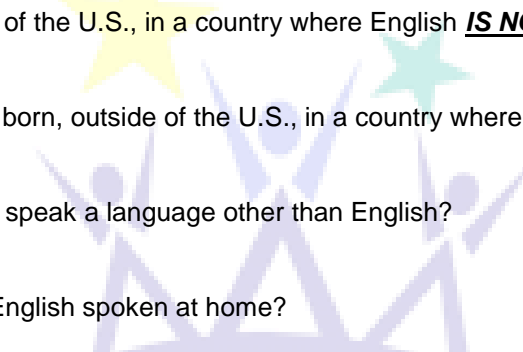
Military Student Identification

Record Field Number FN430 Definition - Identifies student with a parent or legal guardian who is an active member of the Armed Forces or National Guard.

Valid Options:

- Not Applicable (Not a Military Student)
- Student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, and Marine Corps or Coast Guard).
- National Guard Student is a dependent of a member of the National Guard (Army National Guard or Air National Guard).

English as a Second Language (ESL) Identification

1. Was this student born, outside of the U.S., in a country where English ***IS NOT*** the primary language?
 Yes No
 2. Was one or were both parents born, outside of the U.S., in a country where English ***IS NOT*** the primary language? Yes No
 3. Did the student ***FIRST*** learn to speak a language other than English?
 Yes No
 4. Is a language ***OTHER THAN*** English spoken at home?
 Yes No
- 

Special Education Identification

1. Has your student ever had an evaluation (ETR) to determine eligibility for Special Education services?
 Yes No
2. Does your student have a current Individual Education Plan—IEP?
 Yes No
3. If "***YES***," what is your child's disability category—ID, ED, SLD, OHI, AUT, Speech/Language? _____
4. Does your student have a current 504 Plan?
 Yes No

Ethnicity / Race Identification

The collection of Ethnicity and Race data is in compliance with the Federal Government's standards effective July 1, 2010.

Is this student Hispanic / Latino? (Hispanic / Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) Yes No

What is this student's race? (Choose one or more, regardless of ethnicity.)

(A) Asian

(Origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent)

(B) Black or African American

(Origins in any of the original peoples of any of the black racial groups or of Africa)

(I) American Indian or Alaskan Native

(Origins in any of the original peoples of Europe, the Middle East, or North or South America who maintain community attachment)

(P) Native Hawaiian / Pacific Islander

(Origins in any of the original peoples of Hawaii, Guam, Samoa, or Other Pacific Islands)

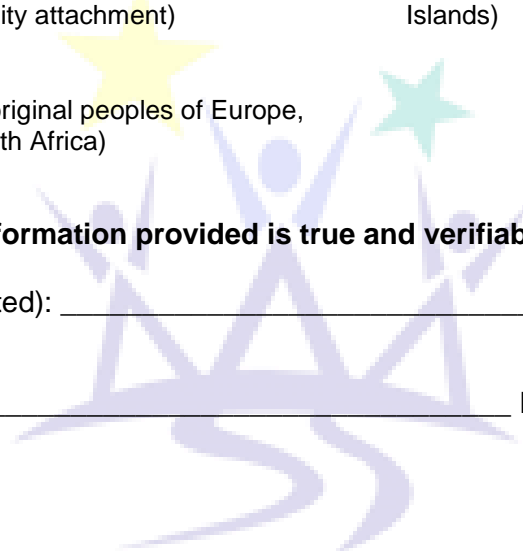
(W) White

(Origins in any of the original peoples of Europe, the Middle East or North Africa)

By signing, I verify that all the information provided is true and verifiable to the best of my knowledge.

Parent/Legal Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____



A+ Children's Academy Authorization Form

(Please Print)

Student's Name: _____
Last Name Suffix First Name Middle Name

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____

Grade: _____

Mother / Guardian

Cell Phone: (____) _____ - _____ Work Phone: (____) _____ - _____

Parent / Guardian Email: _____

Father / Guardian

Cell Phone: (____) _____ - _____ Work Phone: (____) _____ - _____

Parent / Guardian Email: _____

Other Emergency Contact Name: _____ Relationship: _____

Cell Phone: (____) _____ - _____ Work Phone: (____) _____ - _____

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

Physician (name): _____ Phone: (____) _____ - _____

Dentist (name): _____ Phone: (____) _____ - _____

In the event all reasonable attempts to contact me have been unsuccessful, I hereby give consent for:

- (1) the administration of any treatment deemed necessary to the above-named practitioners, or, if said practitioner is not available, by another licensed physician, or dentist, and
- (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless, prior to the surgery, the medical opinions of two other licensed physicians or dentists are obtained concurring in the necessity for such surgery.

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

Parent/Guardian Signature: _____ Date: _____

A+ Children's Academy – Health Examination Record

Medical History

(To be completed by the parent/guardian)

Student's Name: _____ Date of Birth: _____

Dear Parents/Guardians,

The purpose of this form is to provide school personnel with information regarding your child's current health status. Please check all that apply.

Thank you.

Please check any medical condition(s) that apply. (*Provide specific food allergies as part of request B):

- | | |
|---|--|
| <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> Allergy requiring emergency medications.* |
| <input type="checkbox"/> Kidney/Urinary | <input type="checkbox"/> Other Allergies* |
| <input type="checkbox"/> Asthma* | <input type="checkbox"/> Muscle/Skeletal |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Vision |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Chicken Pox |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Other _____ |

A. Please explain any of the above or any other serious illnesses, injuries, or health conditions that your child has had and give dates:

B. Please note below facts concerning the child's medical history, including allergies, medications being taken, and any physical impairments to which the school and/or a physician should be alerted:

C. Prescription medications taken daily at home:

D. Prescription medications taken daily at school (please have required form signed by parent and physician):

Parent/Guardian Signature: _____ Date: _____

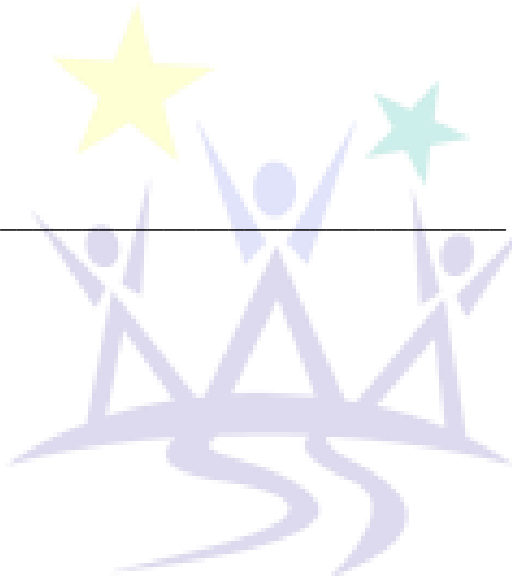
Distributing Statement

The A+ Children's Academy Community School is a community school established under Chapter 3314.041 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and / or other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education."

ORC 3314.041 Distributing statement concerning state-prescribed testing and compulsory attendance law to parents.

This policy is to be posted on the school's website as well as included in enrollment packets. It is also posted in the school building.

Parent/Guardian Signature: _____ Date: _____



Statement of Testing

We at A+ Children's Academy Community School strive on student success and we want to avoid student stress on testing as we partner with our parents. Please read the following to help our students and your child(ren) to avoid stress from testing.

The word test can cause a certain amount of stress in any student, no matter how well she/he is doing in school. **Confidence and a positive attitude are key to overcoming it — and parents can help on both counts.**

You can help your child overcome test anxiety the same way. First, talk about what the school is expecting her/him to learn and be able to do. You can find this out by talking to her/his teacher. **Ask the teacher how you can help build your child's confidence** — and what material you can review with your child. **Encourage your child every step along the way as she/he builds knowledge.**

If you are preparing your child for state tests here at A+ Children's Academy, ask his/her teacher how to help him/her understand what the tests will look like. Also, the **teacher can explain how you can work with your child at home on the Ohio Department of Education's student practice resources and practice tests.**

It's important to remember that **Ohio's State Tests are based on Ohio's Learning Standards.** These standards lay out what students should know and be able to do in each grade. Ohio teachers choose questions for state tests that match what their students are learning in their classrooms. This is your child's opportunity to show what she/he has learned throughout the school year. Keeping this in mind, your child should go into test day with confidence.

Finally, put every test in its proper place. We should all try to do our best on a test, but we shouldn't allow the test to terrify us. No single test — even at the end of a school year — can have lifelong consequences for your child. Explain to your child that she/he wants to do well to show herself/himself what she/he has learned — not to keep something terrible from happening. A+ Children's Academy will support her/him in the same way.

Helping your child build confidence and putting tests in their proper perspective will ease the pressure on your child when test days roll around. It also will give her/him a better overall school experience.

Testing dates are posted on our current school calendar.

Parent/Guardian Signature: _____ Date: _____

A+ Children's Academy – School Transportation

Student's Name: _____ Grade: _____

Please check the appropriate means that the student is being transported to and from school:

_____ Parent Drop-off and Pick-up

_____ School bus (complete **Columbus City Schools Transportation Form Online**)

_____ Walk

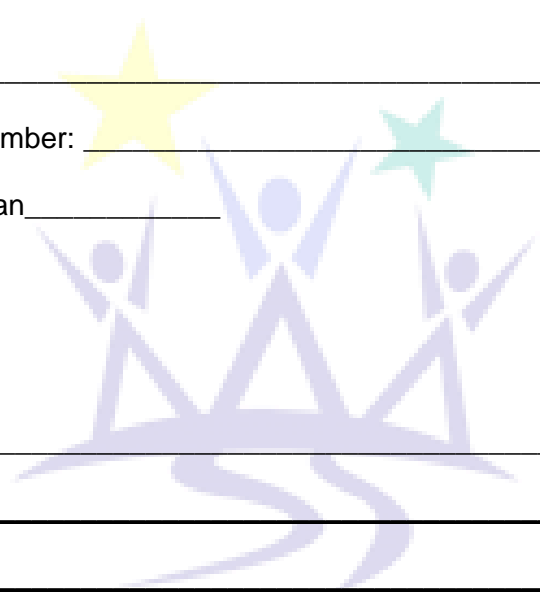
_____ Childcare

Name of Childcare Facility: _____

Childcare Facility Phone Number: _____

Walking _____ Bus/Van _____

Comments:



Attendance – Every Minute Counts

Students are expected to attend classes regularly and to be on time to develop habits of punctuality, self-discipline and responsibility. Students must be in regular attendance if they are to benefit from our educationally sound activities.

Schools are required to keep records of every excused or unexcused absence for each student. Parents/guardians should call the school to report a student's absence before 9:00 AM for each day a student is absent.

The parent/guardian must supply the school with a written excuse within 24 hours of the student's return. Any written excuse provided after this time will not be accepted unless approved, in writing, by the principal. If no valid excuse is received the absences will be considered unexcused. APCA has the right to request additional information to excuse any absence. It's critical that students check in with the Attendance Office in the Arts Building when they arrive after the start of school. A parent will need to sign the child in.

House Bill 410

In December 2016 the Ohio General Assembly passed House Bill 410 to support a preventative approach to excessive absences and truancy. Absences are no longer counted as how many days missed, but by how many hours of school missed.

APCA is required by law to send the first notification to parents/guardians at 30 consecutive hours missed or when the student reaches the 38 hours within the month, excused or unexcused. Additionally, if a student misses 30 or more consecutive hours, 42 or more hours in a month or 72 hours in a school year we are required to notify you in writing and have a meeting with the school to develop an Absence Intervention Plan (AIP) for your child.

Definition of Truancy and Excessive Absences

1. 'Chronic truant' is removed from the law;
2. Definition of '**habitual truant**' changes from **days to hours**. The new definition is;
 - Absent 30 or more consecutive hours without a legitimate excuse;
 - Absent 42 or more hours in one school month without a legitimate excuse or;
 - Absent 72 or more hours in one school year without a legitimate excuse.
3. Habitual truant includes '**excessive absences;**'
 - Absent 38 or more hours in one school month **with or without** a legitimate excuse; or
 - Absent 65 or more hours in one school year **with or without** a legitimate excuse.

The following reasons for excused absences are established by state law and by regulations of the Ohio Department of Education:

- Personal illness or quarantine
- Illness or death in the immediate household
- Emergencies or any other occurrences or situations which, in judgment of the superintendent or designee, may necessitate absence from school for good and sufficient cause
- Religious holiday
- Medical or dental appointment

A maximum of 3 days or 18 hours of student absences from school may be considered excused with written notification within 24 hours.

After 3 days (18 hours), additional information and/or documentation such as a doctor's excuse, in addition to the parent notification will be required in order for the absence to be excused. Documentation shall be reviewed by the principal.

Excessive absenteeism may lead to a home visit by school administration. It will also lead to a referral being made to Franklin County Juvenile Mediation Program and possibly Children's Service.

Tardy/Early Dismissal

- A student is considered tardy if they are not in their classrooms by 8:45 AM or before 10:15 AM.
- If a student arrives late they are to first report to the Attendance Office located in the front of the Arts Building. A parent/guardian must accompany the student and sign him/her in.
- If a student is to be picked up early, please notify the teacher and Attendance Office via note or phone call.
- When a student is picked up early, the parent/guardian must sign them out in the Attendance Office located in the Arts Building. The student will then be called and brought up to the parent/guardian.

Every minute your child is tardy counts toward excessive absences.



Student Records/FERPA

The Family Educational Rights and Privacy Act (FERPA), a federal law requires that APCA, with certain expectations, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, APCA may disclose appropriately designated "directory information" without written consent, unless you have advised APCA to the contrary in accordance with school procedures. The purpose of directory information is to allow the APCA to include this type of information from your student's education records in certain school publications.

Examples include, but are not limited to:

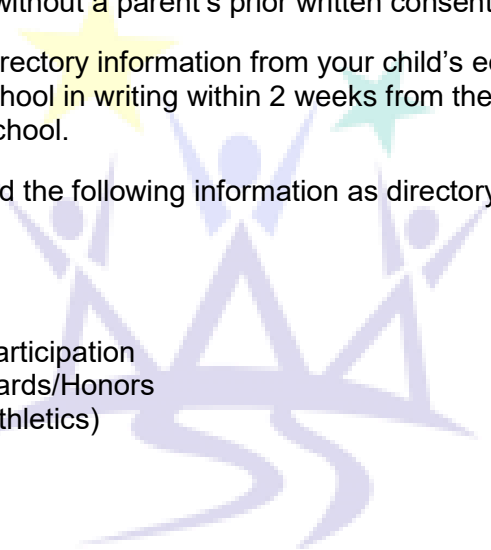
- Playbill (showing your student's role in a drama production)
- Honor Roll or other recognition lists
- Graduation Programs

Directory information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want APCA to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing within 2 weeks from the beginning of school, or within 2 weeks of the student's enrollment in school.

A+ Children's Academy has designated the following information as directory information:

- Student's Name
- Student Address
- Student's Date of Birth
- Student's Extracurricular Participation
- Student's Achievement Awards/Honors
- Student's Height/Weight (Athletics)





A+ Children's Academy Community School
Helping Children Reach for the Stars

**114 Obetz Rd.
Columbus, Ohio 43207
Student Records Request**

School IRN number: 013232

(Please Print)

Students Name: _____
Last Name Suffix First Name Middle Name

Date of Birth (MM/DD/YYYY): ___ / ___ / _____ Gender: Male Female

Last Grade Attended: _____

Date of Withdrawal: (MM/DD/YYYY): ___ / ___ / _____

Name of Last School Attended: _____

Address of Last School Attended:

Street: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____

Reason for Request of Records:

Student Enrolled at A+ Children's Academy Community School on: (MM/DD/YYYY): ___ / ___ / _____

Please send over the following information on the above student and withdraw the student from your school district.

- Birth Certificate
- Immunization / Health Records
- Custody Papers / Parent ID
- Grade and Academic work completed / Report Cards
- Attendance Information/Discipline
- Assessment Scores
- RIMP Program / TGRG Information
- IEP / ETR Information (If applicable)

Please release the requested information to **A+ Children's Academy Community School**

Requested Records May Be Returned by Email or Fax to:

Ms. Mindy Cummings
A+ Children's Academy Community School
mindy.cummings@apluschildrensacademy.org
Phone: 614.491.8502 Fax: 614.491.8631

Federal Law 99.31 allows for educational records to be sent to other educational agencies without parent's signature requirement. Law 815-828 states a copy of the requested records be forwarded within five school days after receipt of the request, notwithstanding, any financial debt owed by pupil.