

# ACADEMIR CHARTER SCHOOLS



## Student Enrollment Process

Being a school of choice, AcadeMir Charter School East Middle (ACSEM) will offer academic programs that will target those students and parents interested in a deep and creative middle school education experience. ACSEM will follow federal and state anti-discriminatory laws. The school commits to the non-discrimination based on race, ethnicity, national origin, gender, or disability for any student during the school admission process. Students who are identified as needing ESE or ELL services will have an equal opportunity of being selected for enrollment in the school. Any eligible student, as described in F.S. 1002.33 (10), who applies within the time frame and whose parents accept the condition of the Parental Involvement Contract shall be considered unless the number of applications exceeds the capacity of the program, class grade level, or building capacity. If the number of applicants is less than the established capacity, supplemental registration periods may take place to reach student capacity.

AcadeMir Charter School East Middle will comply with Florida's charter school legislation, F.S. 1002.33(10) (e), which rules that schools may give enrollment preference to specific student populations, including the following:

- Students who are siblings of a student enrolled at the charter school.
- Students who are the children of a member of the Board of Directors of the charter school.
- Students who are the children of an employee of the charter school.
- Students who are the children of active-duty members of any branch of the United States Armed Forces. \*

**\*Please note that military preference will not be permitted for CSP subrecipient schools during the term of the grant to comply with federal regulations.**

## Enrollment Procedures

Once the student is accepted, parents will be given a window of time to submit the following required documentation to register your student in an AcadeMir Charter Schools.

## Registration Packet

Fully Executed Registration packet to include student information, parent, and student contract.

### Verification of Legal Name and Guardianship of Student A parent

- Student Birth Certificate
- Photo ID of Person Registering

### Verification of Age

- Birth Certificate – A certified Birth Certificate is required for Pre-K, Kindergarten and First Grade
- To enter Kindergarten, a child must be 5 years old on or before September 1.

### Verification of Immunization, Physical Exam and Student Health Information

- Florida Certification of Immunization, Florida Form 680 which can be obtained at the Osceola County Health.
- Proof of physical examination by a U.S. doctor within 12 months prior to the anticipated first day of school enrollment (i.e., the first day the student attends school)
- Student Health Information (FC-600-1963) must be completed.

### Verification of Academic History

- Last Report Card or Most current transcript
- Verification of Special Education Information (if applicable)
  - Current IEP, EP or Current 504 Plan (if applicable)

### Verification of Address

Category 1: Mortgage document, current properly executed\* rental or lease agreement, property tax records, warranty deed.

Category 2: Current utility bill or receipt of utilities turned on or income tax records or proof of receipt of government benefits.

If person registering is not on the birth certificate, one of the following must be provided:

- Court Custody Documentation Signed by a Judge (this includes divorce decree)
- Department of Children and Families Placement Letter
- Educational Guardianship (given only when parents or custodial parent lives outside of County or County).