



State of Arizona
Department of Education
Office of English Language Acquisition Services

**Primary Home Language Other Than English (PHLOTE)
Home Language Survey**
(Effective April 4, 2011)

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

Responses to these statements will be used to determine whether the student will be assessed for English Language Proficiency.

1. **What is the primary language used in the home regardless of the language spoken by the student?** _____
2. **What is the language most often spoken by the student?** _____
3. **What is the language that the student first acquired?** _____

Student Name _____ Student ID _____

Date of Birth _____ SAIS ID _____

Parent/Guardian Signature _____ Date _____

District or Charter _____

School _____

Please provide a copy of the Home Language Survey to the ELL Coordinator/Main Contact on site.

In SAIS, please indicate the student's home or primary language.



Center for Academic Success Elementary / Middle School Center for Academic Success McKinney-Vento Policy

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) is included in No Child Left Behind as Title X-C. The 2002 Reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non-homeless peers. All public schools, as recipients of Federal financial assistance and as public entities, must ensure that their education programs for homeless children are administered in a nondiscriminatory manner. The statute requires every public school district and charter holder to designate a Homeless Liaison to ensure that homeless students are identified and their needs are being met.

The Center for Academic Success (hereinafter known as CAS) complies fully with the letter and spirit of the McKinney-Vento Homeless Act.

- CAS will ensure that educational programs for homeless children are administered in a nondiscriminatory manner.
- CAS will not segregate homeless children in a separate school program within a school, based on homelessness alone.
- CAS will immediately enroll homeless students if ever the students are unable to produce the records normally required by non-homeless students for enrollment and will provide transportation to and from school.
- CAS has a designated Homeless Liaison to ensure that homeless students are identified and their needs are being met.
- The Homeless Liaison will also be responsible for training of school personnel in the requirements of McKinney-Vento with respect to identification and the provision of equal access to educational programs of homeless children.

DISPUTE RESOLUTION

If a dispute regarding a homeless child or youth arises, that homeless child or youth will be allowed to enroll/remain enrolled in the school of his/her or his/her parent or guardian’s choice until such dispute has been resolved. Disputes arising under the McKinney-Vento Homeless Assistance Act shall be brought before the CAS Superintendent for resolution. Any appeal to the Superintendent’s decision shall be brought before the Center for Academic Success Board of Directors for final resolution. The CAS Board of Directors shall provide the appellant with a written decision, which shall include a notification that the appellant has a right to appeal the CAS Board of Director’s decision to the Arizona Department of Education.

DEFINITION OF “HOMELESS STUDENT”

A “homeless student” is defined as a student who **lacks a primary residence that is fixed, regular, and adequate.**

Children and youth who:

- are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
- are living in motels, hotels, trailer parks, or camp grounds due to lack of alternative adequate accommodations;
- are living in emergency or transitional shelters or are abandoned in hospitals;
- are awaiting foster care placement;
- have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- are migratory children who qualify as homeless.

Parent/Guardian’s Signature

Date



Center for Academic Success Elementary / Middle School
McKinney-Vento Residency Questionnaire

Name of Student:
Name of Parent/Legal Guardian(s):
Mailing Address:
City: State: Zip:

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to the residency information help determine the services the student may be eligible to receive. This information is confidential and will be for District use only.

Residency Information

- 1. Is your current address a temporary living arrangement?
2. Is this temporary living arrangement due to a loss of housing or hardship?

If you answered "yes" to questions 1 & 2, please check the appropriate answer for Question #3. If you answered "no" to either question 1 or question 2, please proceed to the next box.

- 3. Where is the student presently living?
In a motel/hotel
With more than one family in a house or apartment
In a shelter
Other
In a place not designed for ordinary sleeping accommodations (i.e. car, park, campsite)

Unaccompanied Youth

- 1. Are you a student not living with your parent/guardian?

Foster Placement

- 1. Is student living in foster care?

Parent/Legal Guardian Signature Date

FOR SCHOOL PERSONNEL USE ONLY

I certify that the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act.

Site McKinney-Vento Liaison Site Free/Reduced Lunch Personnel Date

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)¹:

- 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
- 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)

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. **INFORMATION PROVIDED BY PARENTS AND GUARDIANS TO ARIZONA PUBLIC SCHOOLS IS CONFIDENTIAL AND ONLY USED FOR EDUCATIONAL PURPOSES.**

ATTENDANCE AT ARIZONA SCHOOLS BY NON-RESIDENTS

United States citizens that are not residents of Arizona may attend Arizona public schools upon payment of tuition pursuant to A.R.S. § 15-823(A). Tuition shall be set by the school pursuant to the formula set forth in A.R.S. § 15-824(E). Citizens of a foreign country that are not Arizona residents may attend public high schools in Arizona for up to 12 months upon payment of tuition if they abide by the requirements of federal immigration law. For more information regarding foreign students attending public high schools, see the guidance from the U.S. State Department at:

<https://travel.state.gov/content/visas/en/study-exchange/student/foreign-students-in-public-schools.html>

Schools that want to enroll foreign citizens must

¹For participants in the Arizona Address Confidentiality Program ("ACP"), an ACP Authorization Card may be accepted in lieu of documentation showing the residential address or property description where the student resides.



**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 _____.

My Commission Expires: _____ Notary Public



Center for Academic Success Elementary / Middle School Technology Use Agreement

The Internet and other technologies will be used to support the educational objectives of CAS. Our goal in providing these diverse and unique resources to teachers and students is to promote educational excellence in our school by facilitating resources sharing, innovation, and communication. Use of these new technologies is a privilege, not a right, and is subject to a variety of terms and conditions.

Center for Academic Success Technology Plan- Acceptable Use Policy Agreement

1. **Supervision** – I will not use any technology without the expressed permission and supervision of a member of the CAS faculty and staff.
2. **Language** – I will only use appropriate language. I will always be mindful that I am a representative of our school. What I say and do can be viewed globally.
3. **Etiquette** – I will be polite. I will not send, or encourage others to send abusive messages.
4. **Vandalism** – I will not use technology to practice vandalism. Vandalism includes any malicious attempt to harm or destroy the property, including data, of any user or system on the Internet.
5. **Privacy** – I will not reveal any passwords, home addresses, or personal phone numbers. I will not electronically publish or distribute pictures of others or myself without permission. I will not electronically publish or distribute any materials I have created or those of others without appropriate permission.
6. **Trespassing** – I will not attempt to access systems, directories, or files without authorization.
7. **E-Mail** – I understand that electronic mail to and from CAS is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.
8. **Problems** – I will report any problems which I become aware of, as well as any abuses directed to me to an appropriate faculty or staff member.
9. **Help** – I will ask for help when I feel I need assistance.
10. **Misuse** – I agree to report any misuse of the system. Misuse can come in many forms, but include any messages sent or received that contain or suggest: pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

For the Student

I understand and agree to abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account(s), or even legal action.

Student’s Name (Please Print): _____

Student’s Signature: _____ Date: _____

For the Parent or Guardian

As the parent or guardian of this student, I have read this contract and understand that the Center for Academic Success (CAS) use of telecommunication technologies is designed for educational purposes. I understand that it is impossible for CAS to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network. I also agree to report any misuse of the system to the school administration. Misuse can come in many forms, including any messages sent or received in many forms., including any messages sent or received that contain or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

*I accept full responsibility if and when my child’s use is not in a school setting. I certify that the information contained on this form is correct.

Parent or Guardian’s Signature

Date

