

Application for Admission

Lawton Academy
of Arts & Sciences



NEW STUDENT ENROLLMENT FORM

Student Legal Name _____ Grade Entering _____

*(Student **must** be 4 years old **and toilet-trained** for enrollment in PK.)*

Prefers to be Called _____ Date of Birth _____ Gender _____

Student Ethnicity *(optional, but helpful for accreditation data purposes)* _____

Parent/Guardian #1 Name _____
(Relationship) (Title) (First) (Middle) (Last)

Address _____ City _____ ZIP _____ Phone _____

Name of Work Place _____ Email Address _____

Parent/Guardian #2 Name _____
(Relationship) (Title) (First) (Middle) (Last)

Address _____ City _____ ZIP _____ Phone _____

Name of Work Place _____ Email Address _____

Parent(s)/Guardian(s) with whom the student lives

- Both parents listed above.
- Parent # _____ listed above.
- Other:

Name _____
(Relationship) (Title) (First) (Middle) (Last)

Address _____ City _____ ZIP _____

Home Phone _____ Cell Phone _____

Email Address _____

Billing Address, if Different

Name _____ Relationship _____

Address _____ City/State/ZIP _____

Are any of your other children currently applying to Lawton Academy?

Name _____ Grade Entering _____

Name _____ Grade Entering _____

Name _____ Grade Entering _____

Briefly explain why you would like your child to attend Lawton Academy of Arts & Sciences. If the provided space is not sufficient, please attach the paper on which the remainder is written.

Please answer YES or NO. Has your student received or is your student currently receiving services for any of the following: ADHD; learning disabilities; psychological or personal difficulties; speech, language, or physical problems? _____ If YES, provide with this application: documentation regarding testing, results, treatment or other pertinent information; a list of medications currently prescribed for applicant.

Please answer YES or NO. Has your student ever been found responsible for a disciplinary violation at your current or previous school(s) that was related to academic misconduct or behavioral misconduct which resulted in probation, suspension, removal, dismissal, or expulsion from the institutions? _____ If YES, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.

Please note: We have accepted students whose parents have answered YES to the questions above. To withhold information constitutes a fraudulent enrollment and is grounds for immediate dismissal with forfeiture of fees and tuition upon discovery.

Language Survey

1. What language(s) did your child use when he/she first began to talk? _____
2. What language(s) does your child speak with you at home? _____
3. Has your student ever received English as a Second Language instruction? _____
4. Is a language other than English spoken at home by a parent, sibling, or this child? _____

If yes, please complete questions 5 – 8.

5. What is the language? _____
6. Who in the home communicates in this language? _____
7. This child:

Understands and speaks English fluently	___	yes	___	no
Reads in English	___	yes	___	no
Writes in English	___	yes	___	no
Needs help in understanding English	___	yes	___	no
Needs help in speaking English	___	yes	___	no
Needs help in reading English	___	yes	___	no
Needs help in writing English	___	yes	___	no

8. Did this child experience any problems or difficulty in learning to speak, read, or write in his/her first language? ___ yes ___ no

If YES, please explain: _____

Health Information

Note: The following information is confidential and will be shared with school staff on a need to know basis.

Allergies: Does your child have any significant allergies that school personnel should know about? **Y N**

If yes, list allergy and symptoms of allergic reaction: _____

How is it treated? _____

Medications: Does your child take medications? **Y N**

Please list the name of medication and dosage: _____

Will this medication be given at school? **Y N**

Doctor's Name: _____ **Phone:** _____

Dentist's Name: _____ **Phone:** _____

Health Insurance: Insurance Company: _____

Activity Restrictions: Has your child's doctor placed any current restrictions on your child's physical activities? **Y N**

If yes, please describe and provide written documentation from your child's physician.

Emergency Care Permit: When a child suffers any injury or illness while at school, an immediate and continuing effort will be made to contact the parents. In case of serious injury or illness, first aid will be rendered in accordance with school policies. If ambulance service is necessary, parents must assume financial responsibility.

Acknowledgement

The information contained on this New Student Enrollment Form is true and correct. I understand that all students new to Lawton Academy are enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by Lawton Academy. In the event that the student's records indicate a reason to deny admission, the student's conditional enrollment status shall be revoked.

Lawton Academy of Arts & Sciences does not discriminate on the basis of race, color, national origin, or disability in administration of its educational and admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Parent/Guardian Signature _____ Date _____

For office use only

_____ Birth Certificate _____ Records requested _____ Entry Date

_____ Shot Records _____ Records received

Student Permission Form

Lawton Academy
of Arts & Sciences



I hereby give my permission for _____ to have any emergency care at any school, clinic, doctor's office, or at any hospital which is deemed advisable by medical consultants in the event that the school is unable to contact either parent at the following phone numbers:

This release constitutes authority for any Doctor to proceed with the necessary emergency medical treatment provided neither parent nor specified Physician can be contacted by telephone at the time the child is presented.

Parent's Signature

Date

I hereby give my permission for _____ to be transported for field trips scheduled by Lawton Academy of Arts & Sciences. I further understand that field trips are considered class sessions and that, if I do not wish my child to attend a specific field trip, I will allow him to remain home.

Parent's Signature

Date

PHOTO RELEASE FORM

I hereby grant permission to Lawton Academy of Arts & Sciences to use photographs and/or video of my child(ren), _____, taken during the school year in publications, news releases, online, and in other communications related to the mission of our school.

Parent's Signature

Date

Because pictures of our students in action are so important to recruitment, authorization for NOT allowing your child's pictures to be used will have to come in person from an administrator. Please contact Mrs. Smith or Mrs. Saintcross for authorization.

Persons Authorized to Pick Up Your Child

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

(Should you send someone not on your authorized list, you need to notify the teacher so that he/she will allow your child to go with this person. This includes parents of other students at this school.)

Authority to Release Education Records Form

Lawton Academy
of Arts & Sciences



To: _____
School District/Agency

Street Address/P.O. Box City State ZIP

In accordance with the Family Education and Privacy Act (FERPA), 34 CFR 99.31, transfer of education records is requested for:

Name of Child Birthdate

Request for education records includes, but is not limited to: health, grades, cumulative, discipline records, and special education records. Transfer of student records, including disciplinary records, must be made in a timely manner, within three business days of receipt of request, under state law. (70 O.S. 24-101.4)

The student intends to enroll or is enrolled in our school district/agency. Therefore, please send records to:

Kay F. Johnson
Lawton Academy of Arts & Sciences
1911 NW 72nd Street
Lawton, OK 73505

Request made by: _____
Signature of Authorized School District/Agency Official

Telephone Fax Number

Education records are maintained and released in accordance with the Family Educational Rights and Privacy Act (FERPA). Parents or eligible students shall be provided a copy of the records to be disclosed if requested. Further disclosure of the above records will be in accordance with 34 000 S 99.31.

Additional Paperwork to be Submitted with Application

Lawton Academy
of Arts & Sciences



- Please fill out a separate admission application for each child for whom admission to Lawton Academy is desired.
- For each applicant, include the following:
 - Copy of birth certificate
 - Copy of up-to-date vaccination records
 - Copy of last report card received (with the exception of those applying for Pre-K, JK, K, or 1st grades.) Students applying for 7th through 12th grades must include a copy of their latest transcript. This can be attained from the applicant's current school **and is required before admission will be considered.**
 - Copy of the scores for the most recent standardized test taken.
- Recommendations from a teacher or other adult in a leadership position are welcome but not necessary.
- Applications for a scholarship through Opportunity Scholarship Fund should be turned in with the Lawton Academy Enrollment Forms, if applicant is, in fact, applying for a scholarship.

Applicants 1st grade and above were (or will be, if the tour is yet to happen) asked to write and do some math problems that are representative of what the students at our school did the grade previous to the one for which your child is applying. These writing and math samples will be added to this application form, along with notes regarding the personal interview, and all will be considered when making a decision regarding admission.

Early Decision (application due by March 1)

This is for those applicants who have completed the tour, interview, and application submission **prior to March 1**. By March 5, decisions will be sent out. If your child is selected for early admission, the \$500 enrollment fee and signed contract are due by April 1 to attain enrollment. All other applicants will receive a response. It may be that the decision to admit your child(ren) has been delayed till the Regular Decision, or it may be a denial of admission. One way or the other, you will be sent a decision by March 5.

Regular Decision (application due by June 1)

For applicants who have completed the tour, interview, and application submission **prior to June 1**, the regular decision admission is an option. It is also an option for some who applied "early admission" and were delayed. Word will be sent out regarding admission by June 5. If your child has been selected for regular admission, the \$500 enrollment fee and signed contract are due by July 1 to attain enrollment. All who apply will receive a response, be it admission or denial of admission.