

CHARTER SCHOOL STUDENT ENROLLMENT NOTIFICATION FORM

For School Year 2014/2015

Keystone Education Center Charter School
425 South Good Hope Road
Greenville, PA 16125

Charter School Contact Person: _____
Telephone: (724)588-2511 Fax: (724)588-2545 E-mail address: keystonecharterschool@yahoo.com

I. Student Information:

Last Name: _____ First Name: _____ MI: _____
Home Address: _____
City/State/Zip: _____ Telephone: (_____) _____
County: _____
Mailing Address (if different from Home Address): _____
City/State/Zip: _____
Date of Birth: _____ Age: _____

II. School District of Residence and Former School Information:

School District of Residence: _____
Former School Information (other than pre-school):
_____ Public School _____ Charter School _____ Home School _____ Nonpublic School
_____ Student Not Enrolled in School Preceding Enrollment in Charter School Because:
_____ Entering Kindergarten _____ Re-enrolling Dropout _____ Other _____
Name of Former School: _____
Address of Former School: _____
Previous Grade: _____ Withdrawal Date from Former School: _____
Was your child receiving special education services based on an IEP? _____ Yes _____ No
If yes, do you have the child's special education records (IEP)? _____ Yes _____ No

III. Parent/Guardian Information:

Child Lives With: Both Parents Both Parents Alternately Mother Only Father Only
 Legal Guardian Foster Parents Other Adult

Special custodial court instructions: Yes No
(If yes, please provide a copy of court order)

Complete parent/guardian name and address information as applicable

Father's Name: _____

Address: _____

City/State/Zip: _____

Home Telephone: (____) _____ Work Telephone: (____) _____

Mother's Name: _____

Address: _____

City/State/Zip: _____

Home Telephone: (____) _____ Work Telephone: (____) _____

(If the student is not living with parents, please complete this section.)

____ Guardian's Name or _____ Foster Parent's Name or _____ Other Adult Name:

Address: _____

City/State/Zip: _____

Home Telephone:(____) _____ Work Telephone:(____) _____

My signature on this form indicates my decision to have my child attend the charter school named on page 1 of this form and signifies my request that appropriate school records be forwarded from the school district to the charter school.

Signature of Parent/Guardian: _____ **Date:** _____

IV. To be Completed by Charter School:

Verification of date of birth: Birth Certificate Other _____

Proof of residency: Mortgage Statement Lease Utility Bill Other _____

Official Enrollment Date: _____ Anticipated Date of First Attendance: _____

Grade Student is Entering: _____

Signature of Charter School Representative: _____

Instructions for Form Completion

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A. Charter School Initial Instructions

1. For each student that is initially accepted for enrollment in the charter school, complete the information at the top of page 1 and any information available for parts I, II and III.
2. Mail form to parent/guardian within five days of initial acceptance of enrollment.

B. Parent/Guardian Instructions

1. Complete any missing information in parts I, II and III.

Part I

- Complete name and address information for student; provide date of birth and age of student.

Part II

- School District of Resident: It is very important that the correct school district of resident be listed. The name of the school district where you reside is listed on real estate tax, occupation tax and per capita tax notices. If you are unsure of the name of the school district where you reside, please call the local school district that you think is correct to verify that your address is in that school district.

Part III

- Child Lives With: Indicate parental relationship on this item.
 - Complete one or more of the parent name and address sections as appropriate.
2. Sign and date form at end of part III.
 3. Mail form back to charter school within five days of receipt.

NOTE: By signing and returning this form to the charter school, the parent/guardian is indicating a decision to have child attend the charter school named on page 1 of the form.