



Enrollment Form

Today's Date _____ Official Start Date _____

Student Information

Name _____

Gender Male Female Date of Birth _____ Age _____

Birthplace _____ County _____ State _____

Student ID Number _____

Home Address _____

City _____ State _____ Zip _____

Phone _____ Last Grade completed by student _____

Email _____

Parent/Guardian

Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____ Cell phone _____

Place of Employment: _____

Email _____

Does student reside with this individual? Yes No

Does this individual have legal custody? Yes No

May this individual access this student's records? Yes No

Parent/Guardian

Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____ Cell phone _____

Place of Employment: _____

Email _____

Does student reside with this individual? Yes No

Does this individual have legal custody? Yes No

May this individual access this student's records? Yes No



Emergency Contact Information

If you are unable to reach the parents/guardian listed on the enrollment form, please contact the individual listed below:

Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____ Cell phone _____

Email _____

Signature of parent/guardian authorizing this emergency contact: _____

Previous School History

What school district do you currently live in? _____

Name of last school attended _____ Date of last attendance _____

Address _____

City _____ State _____ Zip _____

Currently being home-schooled? Yes No

Was this student enrolled in any special programming at his/her current or previous school? Yes No

Is this student currently on probation by the juvenile court system? Yes No

If yes, which county? _____

Ethnic Code

- White, non-hispanic
- Black, non-hispanic
- Hispanic
- American Indian/Alaskan Native
- Multi Racial
- Asian/Pacific Islander

Is the student of Hispanic/Latin heritage? Yes No

Migrant or Homeless Status

Is this student, this student's parent, guardian or spouse a migratory worker? Yes No

Does this student have a permanent, regular, and adequate residence? Yes No

Native Language

Is English the Student's native language? Yes No

If NO, please identify the student's native language _____

Please read the circumstances listed below that apply, then check yes or no.

a) Was not born in the United States and his/her native language is not English Yes No

b) Resides in a home in which a language other than English is used for communication Yes No

c) Resides in a home in which a language other than English has a significant impact on his/her level of level of understanding of the English language Yes No



North Central Academy • 928 West Market Street, Suite B, Tiffin, Ohio 44883

Phone: 419-448-5786 • Fax: 419-448-5789

<http://www.northcentralacademy.org>

I certify that the information reported on this enrollment form is accurate.

Parent/guardian signature _____ Date _____

Relationship to student _____

Statement of Non-Discrimination

It is the policy of the North Central Academy to provide equal opportunities in all of its educational programs and operations and in all areas of employment practice, and to ensure that there shall be no discrimination against any employee or applicant or student on the basis of age, race, color, religion, disability, sex, national origin or ancestry. The North Central Academy is an Equal Opportunity Employer.

Applications and other necessary documentation must be mailed or faxed to the address shown below:

North Central Academy
928 West Market Street, Suite B
Tiffin, Ohio 44883
Phone 419-448-5786
Fax 419-448-5789



Emergency Medical Authorization

The purpose of this form is to enable the parent/guardian to authorize the provision of emergency medical treatment for a child who becomes ill or injured while under school authority when the parent/guardian cannot be reached. Examples of school functions may include, but are not limited to, school field trips, school picnics, school dances, and graduation.

Printed Student Name _____ Grade _____

Parent/Guardian Name _____

Home Phone _____ Work Phone _____ Cell Phone _____

Place of Employment: _____

PART 1 – TO GRANT CONSENT

I hereby grant consent for the following medical care providers and local hospital to be called.

Doctor _____ Phone _____

Dentist _____ Phone _____

Preferred Hospital _____ Phone _____

Specialist/Counselor / Mental Health _____ Phone _____

Does your child suffer from any medical conditions that we and/or emergency medical providers should be aware of? If so, please list:

Does your child take any medications, use inhaler, etc. If so, please list:

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by the above named doctor, or in the event the designated preferred practitioner is not available, by another licensed physician and (2) the transfer of my child to any hospital reasonably accessible. The authorization does not cover major surgery unless the medical opinions of two other licensed physicians concurring there is a necessity for such surgery are obtained prior to the performance of the surgery.

Signature _____ Date _____

Relationship to student _____ Phone _____



PART 2 – REFUSAL TO GRANT CONSENT

DO NOT COMPLETE THIS SECTION IF PART 1 IS FILLED OUT

I DO NOT give consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I request that the school authorities take the following action:

Signature _____ Date _____

Relationship to student _____ Phone _____

PART 3: EARLY DISMISSAL

In the unlikely event that school is dismissed early due to a power failure, bad weather or some other emergency, my child should:

- Proceed home as usual, on the bus or walk.
- I will pick my child up as soon as I am notified.
- My child should stay at school until regular dismissal time and proceed home as usual
- My child should go home with _____



Immunization Exemption Form

In accordance with the Ohio Revised Code-Amended Section 3313.671
(Part A), I hereby request that

Name of Student _____

Date of Birth _____

be exempt from school immunizations. I understand that due to the lack of Immunizations, should any epidemic or communicable disease outbreak occur, the above named student may be excluded from attendance at all school functions in which other students are present.

Signature of Parent/Guardian _____

Printed Name of Parent/Guardian _____

Date _____



Student Withdrawal Request Form

I would like to officially withdraw _____

who is in grade _____ at _____ effective immediately.

School Address: _____

School Phone: _____

School FAX: _____

I am enrolling the above named student at North Central Academy.

Signature of Parent/Guardian _____

Printed Signature of Parent/Guardian _____

Address: _____

Date: _____



Consent for Release of Student Records

To Whom It May Concern:

The student named below has registered at North Central Academy.
Please release the records for:

Student _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Grade _____

School _____ School District _____

School Address _____

School City _____ State _____ Zip _____

School Phone _____ School FAX _____

Please forward the records identified below to:

North Central Academy
Attn: Student Records
928 West Market Street, Suite B
Tiffin, Ohio 44883
419-448-5786 Fax 419-448-5789

I authorize the release of records including I.E.P. and M.F.E. records for the above named student.

Parent/Guardian Signature _____ Date _____

Please forward the following records:

- | | |
|---|--|
| <input type="checkbox"/> Transcript of All Grades and Credits | <input type="checkbox"/> Adoption/Custody Papers (if applicable) |
| <input type="checkbox"/> Withdrawal Grades and Credits Received | <input type="checkbox"/> Psychological Reports (if applicable) |
| <input type="checkbox"/> Ohio Proficiency Test Results | <input type="checkbox"/> I.E.P. and M.F.E. Records (if applicable) |
| <input type="checkbox"/> Standardized Test Results | <input type="checkbox"/> Vocational Evaluation (if applicable) |
| <input type="checkbox"/> Attendance Records | <input type="checkbox"/> Intervention Assistance Team Reports |
| <input type="checkbox"/> Health Records | |

If records are not available, please return this request indicating the following:

No Records Available. Reason: _____

Unable to Send Records. Reason: _____

Written consent for release is no longer required when records are requested by authorized school personnel. (Educational Amendments of 1974, "Protection of the Rights and Privacy of Parents and Students" Section 438, Subsection (b) (1), Parts A and B page 97).

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS OF THE North Central Academy

The North Central Academy is pleased to make available to students access to interconnected computer systems within the Academy and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the Academy to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the Academy's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of North Central Academy and the Data Acquisition Site that provides Internet access to the Academy. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at Academy and is agreeing to follow the Policy.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your Academy has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the Academy for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

TERM OF THE PERMITTED USE

A student who submits to the Academy, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the time she or he is at the Academy. Students will be asked to sign a new Policy each time they are students in the Academy before they are given an access account.

ACCEPTABLE USES

Educational Purposes Only. The North Central Academy is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the Academy to help you decide if a use is appropriate

UNACCEPTABLE USES

Among the uses that are considered unacceptable and which constitutes a violation of this Policy are the following:

1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the Academy's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all

materials are protected unless there is explicit permission on the materials to use them.

2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

NETIQUETTE

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

INTERNET SAFETY

1. General Warning: Individual Responsibility of Parents and Users. All users are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, he/or she should report such use to the person designated by the School.
2. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the Academy's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the Academy or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
5. Active Restriction Measures. The Academy, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The Academy will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks

serious literary, artistic, political, or scientific value as to minors.

6. It shall be the responsibility of the North Central Academy education program to educate, supervise and monitor appropriate use of the online computer network and access to the internet in accordance with this policy and the Children's Internet Protection Act (CIPA). NCA will provide age-appropriate training one (1) time per academic year (July 1 through June 30). The training shall include

- a) Safety on the Internet
- b) Interacting with Others Online
- c) Cyberbullying Awareness

PRIVACY

Network and Internet access is provided as a tool for your education. The Academy reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Academy and no user shall have any expectation of privacy regarding such materials.

FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the Academy may refuse to reinstate for the remainder of the student's residency in the Academy. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user.

Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Academy may also take other disciplinary action in such circumstances.

**School Program Rules
North Central Academy**

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student name (PRINT CLEARLY) Home phone

Student signature Date

Address

User (place an "X" in the correct blank): I am 18 or older ___ I am under 18 ___

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and the use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or order or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.



**Parent Permission for North Central Academy to Communicate
About a Student With a Parent Via E-Mail or FAX**

Student's Name _____ Grade _____

Parent's Name: _____

Parent's E-mail address: _____

Parent's FAX number: _____

I give permission for staff members from the North Central Academy to communicate with me concerning the above identified student via e-mail for fax at the e-mail address and/or fax number provided above. I understand that the North Central Academy is unable to guarantee the confidentiality of any information sent using e-mail and/or fax during the transmission of the message or fax. I further agree that I am the only one with access to the e-mail account and/or fax number listed above, and that if other individuals have access to the e-mail address or fax number listed above, that I hereby release North Central Academy from any responsibility and liability for any disclosure of student personally identifiable information to anyone who accesses the e-mail address and/or fax number listed above. I further acknowledge that it is my responsibility to notify North Central Academy of any changes in the e-mail address or fax number listed above.

Parent's Signature _____

Date _____



Home Language Survey

This form is used by North Central Academy to identify those students who speak another language besides English. Students may be eligible for additional services.
One form is required for each child

Student Name _____

Today's Date _____ Student's Birth Date _____

Student's Place of Birth _____

Parents/Guardian: Please answer the following questions:

1. What language did your son/daughter speak when he/she first learned to talk? _____
2. What language does your son/daughter use most frequently at home? _____
3. What language do you use most frequently with your son/daughter? _____
4. What language do the adults at home most often speak? _____
5. How long has your son/daughter attended school in the United States? _____

If the answer to the five questions is a language other than English,
North Central Academy will contact you for more information.

We provide this information to the Ohio Department of Education.
Based on your answers, your student may be eligible for additional services.

Thank you for your cooperation on the subject of English as a Second Language.