2023-24 REQUIRED ENROLLMENT DOCUMENTS

The following documents are required by all students to consider them fully enrolled. Our authorizer, the State Public Charter School Authority, conducts an annual review of all enrollment documents to ensure we are compliant with the state statutes and terms of our authorization. Items identified with an asterisk* are included in the SPCSA Pre-Opening Enrollment Audit and are the most urgent for submission.

If you have any question about the enrollment documents or difficulty uploading the documents to our registration and enrollment platform, please reach out to **Jenni Woodard, Manager of Operations, at jwoodard@sagecollegiate.org**. This includes any questions specific to your child's situation (i.e., custody issues, foster care, pending adoption, lost birth certificate).

➢ **UPLOAD FORMS HERE: https://forms.rediker.com/sagecollegiate**
   Please be sure to indicate these forms are for the 2023-24 school year.

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➢ **School Enrollment Form*** [This was completed as part of the registration process.]
   ▫ All required sections filled in
   ▫ Signed by parent/guardian

➢ **Parent/Guardian ID***
   ▪ **One** of the following:
      ▫ Driver's license
      ▫ Picture ID
   ▪ Parent/Guardian ID must match name in enrollment packet
   ▪ ID should be valid and not expired
   ▪ If Guardian, appropriate custody paperwork (i.e. DFS placement letter for foster parents)

➢ **Child's ID***
   ▪ One of the following:
      ▫ Original birth certificate
      ▫ Passport
      ▫ Certified birth card issued by the Clark County Health District or another health district
   ▪ Name should match Infinite Campus.
   ▪ Use child's DOB to confirm they are old enough to enter grade [Please see page 3 for details regarding recently changed state law and students' DOB for enrollment.]

➢ **Proof of Address***
   ▪ One of the following:
      ▫ Recent utility bill, **so long as a "service address" is listed** (ex. water, gas, electricity, sewer)
      ▫ Car insurance
      ▫ Car registration
      ▫ Pay stub
      ▫ Rent receipt
      ▫ Residential Lease Agreement
      ▫ Mortgage Statement or Sales Contract
   ▪ Address must match address on initial enrollment form. ⬅⬅
   ▪ Documentation should be current (within last six months).
   ▪ Name on documentation should match parent/guardian ID.
   ▪ Documentation should contain name of parent/guardian or otherwise align with school policies regarding families that are living with friends/family. This may include a signed letter from the individual whose name is on the proof of address indicating that the student lives at the home.

- ➢ **McKinney-Vento***
  - ▪ If a student is homeless (under the McKinney-Vento definition), Student Residency Questionnaire should be complete. Completed SRQ will excuse any missing documentation. [This form is available online and is sent in the enrollment email.]

- ➢ **Families living with Friends/Family (not McKinney-Vento)***
  - ▪ Letter signed by individual who owns/rents the house
    - ▫ Schools may require this letter to be notarized and/or on a standard form [Please reach out to Sage Collegiate staff if you need a standard form.]
  - ▪ Copy of acceptable proof of address
  - ▪ Copy of ID matching the signed letter

- ➢ **Child's immunization record**

Up-to-date medical records indicating that your child has had, or at least started, the following series of immunizations:
  - ▪ Minimum of 4 DTaP/DTaP doses: Final dose must be on or after the 4th birthday.
  - ▪ Minimum of 3 Polio doses: Final dose must be on or after the 4th birthday.
  - ▪ Two MMR doses: 1st dose must be on or after the 1st birthday. 1st and 2nd dose must be separated by at least 28 days.
  - ▪ One Tdap dose: A child enrolling in 7th grade is required to have 1 Tdap (Bordetella Pertussis) regardless of when the last Tetanus (Td) was given. The < 5 year rule since the last Tetanus no longer applies.
  - ▪ Two Hepatitis A doses: 2nd dose must be given at least 6 months after the 1st dose. (Required for students new to Nevada or District after July 1, 2002.)
  - ▪ Three Hepatitis B doses: Must have a minimum of 4 months between 1st and 3rd dose and > 6 months old when 3rd dose was given. (Required for students new to Nevada or District after July 1, 2002.)
  - ▪ Two Chicken Pox (Varicella) doses: 1st dose on or after 1st birthday. 1st and 2nd dose must be separated by at least 28 days if age 13 years of age or older. Minimum interval of 3 months between doses 1 and 2 if age is less than 13 years. (Required for students new to Nevada or District after July 2, 2011). Physician verification of past disease required for Varicella vaccine exemption.

A note about COVID-19 vaccines: We will follow state/federal guidelines and regulations regarding COVID vaccinations. We strongly encourage eligible children to receive the COVID-19 vaccinations and will update our immunization requirements **if** there are state/federal mandates impacting the 2023-24 school year.

Please note: Many pediatricians' offices will only fax immunization records; they will not email them. If you're unable to upload them, they can be faxed here: 702.297.7517. You can also download your child's immunization records from this state site: https://izrecord.nv.gov/public/Application/PublicPortal.

- ➢ **Copy of Transcript from previous school, if applicable**

  Please provide the following:
  - ▪ Previous records regarding placement in special programs, a copy of your child's IEP or 504 Plan must be given to Sage Collegiate's Manager of Student Services prior to the first day of school. Parent should review this plan in person.
  - ▪ A recent report card or transfer document showing the name and address of your child's last school.
  - ▪ Information about any disabilities or special health problems, such as seizures, asthma, heart problems, health care procedures or medications.

Please note: For students who have been homeschooled prior to enrolling at Sage Collegiate, please submit a letter indicating the timeframe for which they have been home schooled, the program/curriculum used in home schooling, and any other pertinent information related to their home-schooling experience. If available, a copy of the "Notification of Intent to Home School" form required by the Nevada Department of Education will suffice for the letter.

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