

**RINCON VISTA MIDDLE SCHOOL
PRE-REGISTRATION FORM**

Student Name: _____ Date: _____
(Last) (First) (Middle)

Physical Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: ____/____/____ Grade Level: _____ Gender: Male Female

Parent/Guardian Name (filling out this form) _____
 Mother Father Guardian

Parent's Marital Status: Married Single Divorced Widowed

Custodial Alerts: NO YES

Primary Contact Phone Number: _____

Primary Contact Email Address: _____

INFOSNAP ONLINE REGISTRATION INFORMATION

When you have all your required documents, please return to the school office for approval. You will then complete online registration in the RVMS front office.

Online: you will be directed to create an InfoSnap account. **Please save the email and password you use to create this account. The school office staff will not have access to this information** and you will need your password in order to log in at the beginning of every school year to update and verify your student's information.

Please complete your student's registration within 24 hours, otherwise it will delay the registration process and class assignment.

If you have any questions, please contact Isabelle Giroux, Registrar girouxis@vailschooldistrict.org or 879-3213.

WE REQUIRE THESE DOCUMENTS BEFORE PROCESSING ENROLLMENT

Proof of Residence Birth Certificate Immunizations Request for Student Records

Withdrawal Form from Arizona previous school (AZ State requirement).

*Without the correct documents, the registration process will be delayed.

Previous School Information

Does your child participate in any of the following programs?

IEP 504 Plan ELL Gifted Advanced Math Band

Has your child previously attended school in the Vail School District? Yes No

Has your child attended an Arizona School? Yes No

Is your child currently suspended from another school? Yes No

Last School Attended: _____ Date ____/____/____

Address, City & State _____

Office use only: FTE _____ Parent Account Created initials _____ Date _____



Vail Unified School District Residence Verification Form



A.R.S 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. This policy is written to assist districts and charter schools in meeting the legal requirements of the statute.

Student Name: _____

School: _____ School Year: _____

Parent/Legal Guardian Name: _____

Legal Residence Address: _____

As the Parent/Legal Guardian of the Student, I attest* that I am a resident of the State of Arizona and submit in support of this attestation at least two (2) forms of current verification at the time of enrollment. Documents presented must be in your name and residential address or physical description of the property where the student resides:

The information supplied, as a whole, must indicate clearly and reasonably that your legal residence is within the Vail Unified School District boundary, unless Open Enrollment has been granted. **Falsification of information will be grounds for the immediate withdrawal of the student(s) from school.**

All verifications are subject to final approval by the District. The District reserves the right to investigate the claim residency status and to require additional documentation to prove residency within the District or State. **Provide one proof of residence in the name and address of the resident from each section.**

Section I (Identity)

- _____ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- _____ Valid Arizona Address Confidentiality Program authorization card
- _____ W-2 wage statement (recent)
- _____ Current Payroll stub with address (PO Box not acceptable)
- _____ Certificate of tribal (506 Form) enrollment 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)

Section II (District Residency)

- _____ 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
- _____ Temporary on-base billeting facility (for military families)
- _____ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit (Affidavit provided by district)

As the parent/legal guardian of the student, I attest that I am a resident of the State of Arizona and submit in support of this attestation a current copy of the above documents that display my name and residential address or physical description of the property where the Parent/Legal Guardian and student resides (no P.O. Boxes). *For members of the armed services, the provision of verifiable documentation does not serve as a declaration of official residency for income tax or other legal purposes. Armed service members may utilize a temporary onbase billeting facility as the address for proof of residency.

Signature of Parent/Legal Guardian: _____ Date: _____

*The residence of a student is the residence of the person having legal custody of the student, except as provided in A.R.S. 15-824(B) and in A.R.S. 15-825. Residency of the parent/guardian or surrogate may be determined by showing the individual's presence and intent to remain in the District. Vail Governing Board Policies, JF, JFAA and JFAB relate to the admission of the student.

Verified by: _____ School: _____ Date: _____



Enrollment Requirements

All students must have the following information in order to register in the Vail School District

- Immunization Records - Upon enrollment, Vail District schools require current immunization records. Pursuant to A.R.S. 15-843, a student shall not attend school unless documented proof of immunizations have been provided.
- Birth Certificate - The 1987 Legislature passed a law designated to help trace the location of any child who is reported missing. So that schools may assist in this effort, A.R.S. Sec. 15-828 requires that you, the parent or guardian of the child you are enrolling in our District provide **one** of the following documents:

1. A certified copy of the pupil's birth certificate.
2. Other reliable proof of the pupil's identity and age, including the pupil's baptismal certificate, an application for a Social Security number, or original school registration records **and** an affidavit explaining the inability to provide a copy of the birth certificate.
3. A letter from the authorized representative of an agency having custody of the pupil certifying that the pupil has been placed in the custody of the agency as prescribed by law.

Birth Certificate Information must be provided no later than 30 days from the enrollment date.

- Proof of Legal Guardianship/Custody - If divorced, legal documentation of custody agreement must be provided upon enrollment. If a guardian other than a natural parent will be registering the student, a court document showing current guardianship must be provided upon enrollment.
- Residence Verification Form - A.R.S. 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. Parent/Legal Guardian must provide at least two (2) forms of current verification upon enrollment. Documents presented must be in your name and legal residence.
- Withdrawal Form – If student has been enrolled in another Arizona school during the current school year, withdrawal form must be presented upon enrollment.



AUTHORIZATION FOR RELEASE/REQUEST OF STUDENT RECORDS

Date: _____

Name and Address of Previous School:

Phone: () _____

Fax: () _____

I hereby authorize the release of the following information to the Vail School District No. 20, Vail, AZ.

Transcript of Grades

Withdrawal Grades

Health Records

Achievement Test Scores

Attendance Records

Please send Attention Registrar
records to: Rincon Vista MS
10770 E. Bilby Rd.
Tucson AZ. 85747

Contact Phone: (520) 879-3200
Information: Fax: (520) 879-3201

If the student has received Special Education Services (Speech/Language Services, IEP, Psychological Records, or Resource Support)

Please send records to: Vail School District
Special Education
PO Box 800
Vail, AZ 85641

Student's Name _____ DOB _____ Grade _____

Parent/Guardian Signature _____

Please Note: Arizona School Districts are required to request records within 5 days of enrollment and to send records within 10 days after receiving a request. School (including private) may not withhold responding to the request due to financial obligation owed by the pupil or his/her parents as defined in A.R.S. 15-828-F. Also note; The Federal Family Education Rights and Privacy Act, Arizona Law, A.R.S. 15-141, states that written consent of the parent/guardian is not required to release educational records to officials of other schools or school systems in which the student seeks or intends to enroll.

1st Request Sent ___/___/___

2nd Request Sent ___/___/___