

#### **Pensacola Learning Academy**

3186 Gateway Lane • Cantonment, FL 32533 850-780-6132 • www.PensacolaLearningAcademy.com

Please review the checklist below to ensure all forms and documents are returned.

#### **Registration Forms Checklist**

- Student Registration Information Forms (2 pages)
- Student Medical Form
- Parent/Guardian Information Form
- Student Waiver
- Absence Policy
- Policy & Procedure Agreement
- Consent for Release of School Records Form
- Step Up for Students Scholarship Info/Auto Draft Form
- Laptop Agreement (3 pages)
- Driver's Permission Form
- PLA Scholarship Application (to cover any fees not covered under the SUFS scholarship)
- Getting To Know Your Child
- Birth Certificate\*
- Physical signed by physician\*
- Immunization/exempt records\*

Applications and records can be dropped in person, mailed or emailed to Admin@PensacolaLearningAcademy.com

<sup>\*</sup>Returning students do not need to provide these records.



### Pensacola Learning Academy Student Registration Information

OFFICE USE ONLY SCHOOL:
Birth Certificate Immunization/PE School School Entry Health Forms

(Please type or print clearly)

Student Information							
Legal Last Name	I	Gender					
		□ Male □	Female				
Legal First Name		Home Phone					
Full Middle Name				Email			
Student's Residential Address (St	reet address required)	Student's Mailing Ad	ddress (if	different from res	idence; P.O. Box)		
Date of Birth (MM/DD/YYYY)	City of Birth	State of Birth		Country of Birt	h		
Current School		Entering Grade Leve	el	Year of Gradua	tion		
Student Lives With?	rents □ Mother □ Father – Please Specify:	r □ Legal Guardian □ Stat	te Ward	□ Foster Home			
Parent/Guardian Info	rmation						
Parent/Guardian 1 (Must match information provided on the Parent/Guardian	Legal First Name			Email			
Information Form)	Legal Last Name			e Number	Relationship		
Parent/Guardian 2 (Must match information provided	Legal First Name		Email				
on the Parent/Guardian Information Form)	Legal Last Name		Phone Number Re		Relationship		
Legal Status = Custodial Parent, No	n-Custodial Parent or Guar	dian; Relationship = Mother	, Father,	Grandparent, etc	C.		
Emergency Contact I	nformation						
Local Emergency Contact #1 (a neighbor, close friend, or relative)	Name		Phone	Phone			
	Relationship	ationship					
Local Emergency Contact #2 (a neighbor, close friend, or relative)	Name		Phone	Phone			
Relationship							

### Pensacola Learning Academy Student Registration Information Continued

Other Information								
Has the student previously attended Pensacola Learning	es (Check if yes)	Grade Level(s):						
Has student previously attended another school? ☐ Yes								
Previous School and Address			☐ Public					
			☐ Private					
☐ Homeschool								
Child's Primary Language:	Primary Languag	ge Spoken at Hor	me:					
Does your child receive special services? ☐ Yes (Check	k if yes) Explain:							
Race & Ethnicity:Education student data by race a	nd ethnicity catego	ories that are set	by the federal government and					
have to be reported.								
Is the student's Ethnicity Hispanic or Latino? (Check of	-							
☐ Yes A person of Cuban, Mexican, Puerto Rican, So of race. The term, "Spanish origin," can be use			Spanish culture or origin, regardless					
☐ No Not Hispanic or Latino								
Student's Race (Check one or more)								
<ul> <li>American Indian or Alaskan Native – A person having (including Central America), and who maintains tribal</li> </ul>								
<ul> <li>Asian – A person having origins in any of the original including, for example, Cambodia, China, India, Japa Vietnam.</li> </ul>								
☐ Black or African American – A person having origins i	in any of the black	racial groups of	Africa.					
<ul> <li>Native Hawaiian or Other Pacific Islander – A person other Pacific Islands.</li> </ul>	having origins in a	any of the origina	al s of Hawaii, Guam, Samoa, or					
☐ White – A person having origins in any of the original	peoples of Europe	e, the Middle Eas	st or North Africa.					
Additional Information								
Please feel free to provide any additional information you would li	ike to share:							
Signature of		Date						
Parent/Guardian		Date						
Print Name Relationship								

<u>Please complete the Parent/Guardian Information form.</u> Only one form is required per family. Supply with first student registered.



## Pensacola Learning Academy STUDENT MEDICAL HISTORY

This information will be kept confidential and stored in a locked file cabinet. If any of this information changes remember to notify the office.

SECTIO	N 1 - STUDENT INFORMATIO	N
First Name:	Middle N	ame:
Last Name:		DOB:
Male Female	Place of Birth (City/State):	
CECTION 2 LIE	ALTH CARE PROVIDER INFO	DMATION
1	ALTH CARE PROVIDER INFO	KMAIION
Does your child have medical insur-		
Does your child have dental insurar	nce?	
Doctor's Name:		Phone:
Doctor's Address:		
Dentist's Name:		Phone:
Dentist's Address:		
I		· ·
SECTION	N 3 - MEDICAL INFORMATION	N
Please explain any medical problem	s your child might have (or had):	
Please list any medication your child prescription, over-the-counter, herbal, vital etc.):	mins,	taken (including
Please list any allergies your child h	as (please be specific and explain how	each allergy is managed):
SECTION 4 —	PARENT/GUARDIAN SIGNAT	ΓURE
Signature:	Date:_	
Printed Name:	Re	elationship:



# Pensacola Learning Academy Parent/Guardian Information

Parent/Guardian 1 (Primary Contact	ct)							
Legal First Name:	Mid	/liddle Name:						
Legal Last Name:	•							
Gender □ Male □ Female								
Employer								
Relationship to Student**	Leg	al Status**						
Can Dismiss Student from School? ☐ Yes ☐ No	Can	Pick-up Student fro	om S	chool	? □ Yes □ No			
Lives with student? ☐ Yes ☐ No	Rec	eives Mail   Yes		No (	(Default will be Guardian #1)			
Address	·		San	ne as	student?			
			□ <b>`</b>	Yes [	□ No			
Phone – Rank 1*	Pho	ne – Rank 2*						
Phone – Rank 3*	Pho	Phone – Rank 4*						
Parent/Guardian 2								
Legal First Name:		Middle Name:						
Legal Last Name:								
Gender □ Male □ Female								
Employer								
Relationship to Student**		Legal Status**						
Can Dismiss Student from School? ☐ Yes ☐ No		Can Pick-up Student from School? ☐ Yes ☐ No						
Lives with student? ☐ Yes ☐ No		Receives Mail □ Yes □ No (Default will be Guardian #						
Address					as student?			
	1			□ Ye	es 🗆 No			
Phone – Rank 1*		Phone – Rank 2*						
Phone – Rank 3*		Phone – Rank 4*			_			

Reference Key**	
Relationship	Choose from: Mother, Father, Parent, Step Mother, Step Father, Step Parent, Foster Parent, Grandparent, Relative, Sibling, Neighbor, Friend, Other
Legal Status	Indicate "Custodial Parent" or "Non-Custodial Parent"; "Legal Guardian", "State Ward" or "Self" (18+ Yrs) (Default = Custodial



Printed name of Parent/or Legal Guardian

## **Student Waiver Form**

Student Name:		
Grade:		
RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEA in consideration of participating in <i>Triple Play or Pensacola Learning Academy</i> I and in proper physical condition to participate in such Activity. I acknowledge to activity. I fully understand that this Activity involves risks of serious bodily injury tions, or inactions, those of others participating in the event, the conditions in whomay be other risks either not known to me or not readily foreseeable at this time ages I incur as a result of my participation in the Activity. I hereby release, discadministrators, directors, agents, officers, volunteers, and employees, other powhich the Activity takes place, (each considered one of the "RELEASEES" hereing be caused in whole or in part by the negligence of the "releasees" or otherwise of liability, and assumption of risk I, or anyone on my behalf, makes a claim as from any loss, liability, damage, or cost, which any may incur as the result of su INDEMNITY AGREEMENT, understand that I have given up substantial rights by and intend it to be a complete and unconditional release of all liability to the ginvalid the balance, notwithstanding, shall continue in full force and effect. I un about their programs. I understand that my child may be included in video tagemy. I herby grant <i>Triple Play or Pensacola Learning Academy</i> , it's successors the exclusive right to photograph and or video tape my child and further utilized and promotions of the event, without reservation or limitation. In granting this I exer-cise any of its rights, licenses and privileges herein granted.	represent that I understand the nature of this Activity and that if I believe event conditions are unsafe, I will immediately, including permanent disability, paralysis and death, which the event takes place, or the negligence of the "release ne; and I fully accept and assume all such risks and all respondarge, and covenant not to sue Triple Play or the Pensacola articipants, any sponsors, advertisers, and, if applicable, on from all liability, claims, demands, losses, or damages, on the including negligent rescue operations and future agree the gainst any of the Releasees, I will indemnify, save, and holy the claim. I have read the RELEASE AND WAIVER OF LIABILY is signing it and have signed it freely and without any inductive activities and the signed it freely and without any inductive activities and that Triple Play or the Pensacola Learning Academ upe or photography taken during participation at Triple Plays, licensees, assignees, sponsors, any television networks, and emy child's name, face, likeness, voice, and appearance positive the properties of the	ely discontinue participation in the may be caused by my own assess named below; and that the instibility for losses, cost, and dan a Learning Academy, its respectivemers and lessors of premises or my account caused or alleged that if, despite this release, waived harmless each of the Release LITY, ASSUMPTION OF RISK, AN ement or assurance of any nature on of this agreement is held to be any produces promotional materially or the Pensacola Learning Acaded all other commercial exhibition of the event and in advertising the session of the event and the session of the
	Date:	
Printed name of student		
PARENTAL CONSENT  AND I, the minor's parent and/or legal guardian, understand the nature of the minor to be qualified to participate in such activity. I hereby Release, discharge the Triple Play or Pensacola Learning Academy from all liability, claims, demand or in part by the negligence of the Triple Play or Pensacola Learning Academy release, I, the minor, or anyone on the minor's behalf makes a claim against at HOLD HARMLESS each of the Triple Play or Pensacola Learning Academy from sacola Learning Academy may incur as the result of any such claim.	e, covenant not to sue and AGREE TO INDEMNIFY AND SAV Is, losses or damages on the minor's account caused or alleg y or otherwise, including negligent rescue operations, and any of the above Triple Play or Pensacola Learning Academy	VE AND HOLD HARMLESS each ged to have been caused in who further agree that if, despite the v, I WILL INDEMNIFY, SAVE AN
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Signature of Parent/or Legal Guardian

Date



# Absence Excuse Policy Pensacola Learning Academy

#### **Absence Policy**

Students are expected to attend School regularly. Please avoid scheduling vacations, trips, doctor appointments and other planned absences during the time school is in session. Our structured and sequential teaching makes it difficult for teachers to recreate lessons for students who spend excessive time away from the classroom. Excessive absences may cause students to have problems academically.

Each time a student is absent from school, a written excuse note, on the *PLA Absence Excuse Form*, is *required upon return*, so that formal record of the parent's knowledge of the absence may be kept on file in the school student records. Absence excuse forms must be turned in upon the day students return to school. Forms must be turned in to the office or emailed to Admin@PensacolaLearningAcademy.com

- An excused absence or tardy permits a student to make up missed class work/tests.
  - ⇒ Examples of excused absences include, but not limited to:
    - Sickness
    - Medical or dental appointments (we ask that you try to schedule around school hours)
    - Emergencies
    - Death in the family
- Teachers are not required to provide students with the work missed prior to the absence. However, teachers will do their best to accommodate requests for planned absences. Upon returning to school teachers will provide all make-up work and allow the appropriate time to complete it.

#### Release of students not on the pick up list /Early Check Out

- Release to individuals not on the student's pick up list: Parents are required to sign out their child in the Front Office
  and the office staff will call the classroom for release of the student. Parents are not permitted to go directly to the
  classroom.
- Early Check Out: If your child will be leaving school at a different time (e.g. for a doctor's appointment, trip out of town, etc.) or will be riding home with someone other than someone who is listed on the student pickup list, you must fill out the driver permission form and send to Admin@PensacolaLearningAcademy.com. You student will not be allowed to go unless the School has written notification or email. Please also contact the front office as an added precaution. If you are faced with an emergency or unavoidably changed plans, please call the Front Office 850-780-6132 as soon as possible

# Policy & Procedure Agreement Initial the policies below



-	Attendance Scholastic achievement attained by any student is directly related to his/her pattern of attendance at school. It is the student's responsibility to complete any work missed due to the absence, students will be given a reasonable amount of time to compete their missed work.
-	Address or Phone Number Change Any time an address, phone number (home or work) or email is changed, please notify us immediately. We will send information via email and text. Please make sure that your information is correct.
_	Illness/ Communicable Diseases Please keep your child home if they have an illness. A child with a 100-degree fever or high er, diarrhea, or vomiting will not be permitted to enter the facility. Your child should be symptom free for a minimum of 24 hours bef ore returning to school. Triple Play reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases.
-	Medication PLA will only administer medication with a doctor and parents' consent. Medication bottles should be properly labeled.
_	Harrassment PLA committed to maintaining an academic environment in which all students treat each other with dignity and respect. This is free from all forms of intimidation, exploitation, harassment, which includes sexual harassment. PLA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.
_	School Closings and Inclement Weather Procedure In the event of inclement weather, PLA families and staff will be notified via text message regarding closing or delayed openings.
-	Pick-Up Policy Children may only be picked up by the adults listed on their pick up list and guardians, on time. Late pick-ups will result in a late fee of \$20, per 15 minutes.
-	Personal Belongings Children should not be bringing personal items to Pensacola Learning Academy except on designated days. PLA is not responsible for any articles brought from home.
-	Tuition Student records, including report cards and standardized testing scores, will NOT be released if there is an unpaid balance on the account.
-	Liability PLA assumes no liability for accidental injury which may occur during the conduct of school activities.
-	Tests/Quizzes Students will be given the opportunity to re-do failing assignments, so that they can demonstrate the concept has been learned.
-	Handbook I have read and will comply with the student handbook.
_	Absense Policy I have read and will comply with the absence policy.
	Student's Name:
	First & Last Name
	Parent/Guardian Name (Printed):
	First & Last Name
	Parent/Guardian Signature:



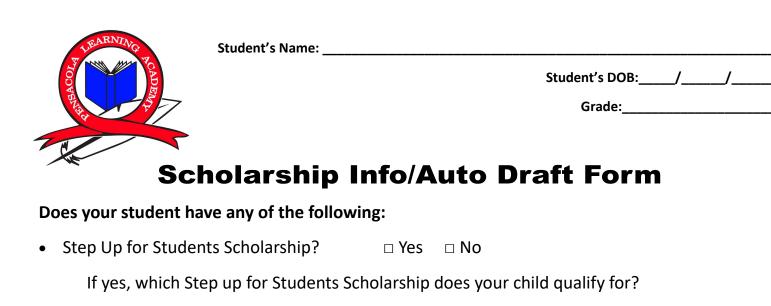
### Pensacola Learning Academy

3186 Gateway Lane, Cantonment, FL 32533

### **CONSENT FOR RELEASE OF SCHOOL RECORDS**

The "Family Education Rights and Privacy Act of 1974" requires that a student's parents or legal guardians be aware that their child's records are being released to another school.

Student Name:		D.O.B	Current Grade:
REQUEST RECORDS FROM:			
Previous School Name:			
Address:			
Telephone:	Fax:		
Include the following information:			
<ul> <li>Subjects, marks and credits</li> </ul>	earned		
<ul> <li>Grades to date of withdrawa</li> </ul>	1		
<ul> <li>Standardized test results</li> </ul>			
<ul> <li>Attendance records</li> </ul>			
<ul> <li>Health records</li> </ul>			
<ul> <li>Educational plan and Specia</li> </ul>	l Education records (IEP, Be	havior Plan, 50	4 Plan, ELL)
<ul> <li>Discipline records</li> </ul>			
o Other:			
RECORDS SHOULD BE SENT TO:			
Pensacola Learning Academy			
3186 Gateway Lane			
Cantonment, FL 32533			
OR send to:			
admin@pensacolaleamingacademy.o	om		
Parent/Guardian Signature		Date	



If your child is transferring from a public school does he/she have the following:

- 504 plan □ Yes □ No
- An IEP (individualized education plan)? □ Yes □ No

Does your child receive any specialized services through the public school system?

□ Yes □ No

If yes, do you feel those services need to be continued or a reevaluation is needed (please explain)?

### **Auto Draft**

I authorize Pensacola Learning Academy to cl the month (August through May).	horize Pensacola Learning Academy to charge my monthly child's tuition in the amount of \$ nonth (August through May).							
Name on card:								
Credit Card #								
Expiration Date:	CVC:	_						
Billing Address:								
City:	State:	Zip:						
Card Holder Signature:								
Initial each agreement below.								
I understand my account will be drafted	d on the 1st of the month as listed a	bove.						
Changes to account information, include ceived by Pensacola Learning Academ	•		•					

#### Pensacola Learning Academy Student Laptop Contract 2025-2026

This	Student	Laptop	Contract	("Contract")	is	made	effe	ective	as	of	:		
(date)	betweer	n P	ensacola	Learning	P	\cadem	У	("So	choc	ol")	and		its
stude	nt,			(";	Stu	dent"),	and	states	s th	e a	agreement	of	the
partie	s as follov	NS:											

**Equipment Subject to Agreement**: The equipment subject to this Agreement ("Contract") includes the laptop computer, computer accessories, and related software in the following list:

- One (1) Chromebook or Lenovo Computer
- One (1) AC Adapter (with power cord)

**Ownership**: The School shall be deemed to have retained title to the equipment at all times, unless the school transfers the title. The Student shall hold no security or ownership interest in the equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the laptop computer used by the Student.

**Term Equipment Use**: The student shall return all equipment itemized above in good operating condition to the Technology Department of the school if the Student is not enrolled in the current school year (unless the school transfers the title). The school may require the Student to return the equipment at any time and for any reason.

**Equipment Storage and Use at School**: The equipment must be on the school's premises during each of the student's normal school days. During the school's normal business hours or after school, when the student is not in the immediate presence of the equipment, the equipment must be secured in an approved location.

**Use of Equipment**: The primary use of the equipment by the Student is for the Student's educational programs. The Student may not use the equipment for other purposes. The Student shall abide by the school's Acceptable Use Policies. In the case of laptop abuse or violations, the school reserves the right to restrict usage of school-issued laptops using any combination of the following: increased deductibles, fines and/or disciplinary action.

**Compliance with Software Licenses**: The Student shall not make copies of software licensed to the school. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the school harmless for any violations of such license terms.

**Back-up Requirements**: The Student may store documents or other files on the equipment, and the Student is responsible for making back-up copies of such documents or other files. In the event of loss of such documents or other files, the school's responsibility is limited to reloading the school's standard software suite on the equipment.

#### Pensacola Learning Academy Student Laptop Contract 2025-2026

**Care of Equipment**: The equipment may only be used in a careful and proper manner. The Student shall keep the equipment in good operating condition, allowing for reasonable wear and tear. No personal stickers or writing are allowed on the laptop. The Student shall immediately notify the school's Technology Department if the equipment is not in good operating condition or is in need of repair. The Student shall be financially responsible for any repairs not covered under warranty.

**Right of Inspection**: The student shall make the equipment available to the school's Technology Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the school's normal business hours.

**Warranty**: The school is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The student assumes responsibility for the condition of the equipment.

**Insurance**: Laptop insurance is not included in the laptop agreement.

**Loss**: The student assumes all risks of loss of the equipment and agrees to return it to the school in the condition received from the school, with the exception of normal wear and tear.

**Indemnity of School for Loss or Damage**: If the equipment is damaged or lost due to negligence, which is not covered by scholarship, the student is responsible for the cost of the repair or replacement of the equipment.

**Entire Agreement and Modification**: This agreement constitutes the entire agreement between the parties. No modification or amendment of this agreement shall be effective unless in writing and signed by both parties. This agreement replaces any and all prior computer use agreements between the parties.

**Governing Law**: This agreement shall be construed in accordance with the laws of the State of Florida.

**Severability**: If any portion of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provisions, it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

**Waiver:** The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

**Disclosures:** The Student and his/her guardian hereby agree to these policies and regulations.

**Passwords:** Students are not permitted to change passwords to the laptop that are assigned by Pensacola Learning Academy.

### Pensacola Learning Academy Student Laptop Contract 2025-2026

School: Pensacola Learning Academy
Guardian: Print Name:
Sign Name:
Date:
Student: Print Name:
Print Grade:
Sign Name:
Date:

- \* Laptop Replacement Cost \$500
- \* Laptop Adapter Replacement Cost \$100



### **Driver's Permission Form**

Today's date:/	
The list below is for the following students:	
Please list all individuals other than parents or carpool	parents who HAVE permission to pick up your student/students:
1.	Phone #:
2	Phone #:
3	Phone #:
4	Phone #:
5	Phone #:
6.	Phone #:
7	Phone #:
(initial here) I authorize my student/student	dents to be released to the individuals listed on this form.
	<u></u>
Parent/Guardian Name Printed	
Parent/Guardian Signature	Date

# **PLA Scholarship Application**



OO V STANDA	Please list all the students FULL names for the 2024-2025 school year.
Today's date:	
Applicant's First Name:	Applicant's Last Name:
Phone #:	
Address:	
City:	State:
Zip:	
Email address:	
Scholarship Tuition Request Amount	
Full Partial  Graph Currently receive a Step U	p for Students scholarship, please select partial to
receive the supplemental tuition scholarship)	
Applicant Signature: Applicant Printed Name:	Date:
OFFICE USE ONLY	

Date received by office and initials : \_\_\_

### **Getting To Know Your Child**

Student Name:	Grade:
Three words to describe your child:	
12	3
Favorite Subject:	Least Favorite:
What are your child's strengths?	
In what areas would you like to see your child grow?	SMAC
ā M	M1 8
Goals for your child this school year:	
What motivates your child? Circle all that apply  Recognition Rewards Competition Fear of Fail  What hobbies or activities does your child enjoy?	ure Curiosity Learning Belonging
Does your child have any disciplinary issues in school, if yes, when records are sent)?	please explain (We will receive this information from their previous school
Please list any additional concerns or information you would lineeded):	

Date

Parent Signature