



Enrollment FAQ Guidance

Curious about how the Enrollment Process works? If you have additional questions, feel free to contact us directly and we'll be happy to answer any questions or provide you with additional information.

Southgate Academy Charter School complies with all components of the Elementary and Secondary Education Act. Policies and procedures have been developed and are implemented throughout our program of instruction.

Enrollment Policies and Procedures:

How does SGA determine enrollment eligibility for students?

Southgate Academy (SGA) is a tuition-free, public charter school open to all students with no specific geographic boundaries. We operate on a first come, first-serve basis, meaning that when a grade level is at capacity, we will place students on a waitlist and as seats open up, we will work our way down the list.

In accordance with A.R.S. §15-184, Southgate Academy accepts all students who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level, or building. Enrollment preference is given to the following students:

- Students returning in the second or subsequent year of enrollment, including siblings of students already enrolled at SGA
- Children of SGA employees
- Siblings of pupils already accepted into SGA
- Students qualifying for the McKinney-Vento program

SGA does not limit admission based on race, ethnicity, national origin, religion, gender, gender identity, income level, disability, English proficiency, or athletic ability.

What are the enrollment guidelines and policies for the kindergarten students?

According to the Arizona Education Code 15-821 (C), “a child is eligible for admission to kindergarten if the child is five years of age. A child is deemed five years of age if the child reached the age of five before September 1 of the current school year. The governing board may admit children who have not reached the required age as prescribed by this subsection if it is determined to be in the best interest of the children. Such children must reach the required age of five for kindergarten by January 1 of the current school year.”



What are the enrollment guidelines and policies for 1st grade students?

According to the Arizona Education Code 15-821 (C), “a child is eligible for first grade if the child is six years of age. A child is deemed six years of age if the child reaches the age of six before September 1 of the current school year. The governing board may admit children who have not reached the required age as prescribed by this subsection if it is determined to be in the best interest of the children. For children entering the first grade, such determination shall be based upon one or more consultations with the parent, parents, guardians, the children, the teacher, and the school principal. Such children must reach the required age... of six for first grade by January 1 of the current school year.”

What are the school’s policies in regard to, the Individuals with Disabilities Act?

Southgate Academy complies with the Individuals with Disabilities Education Act and has developed policies and procedures to ensure students are identified and provided services in accordance with their needs.

What is FERPA and what does it mean for me and my child?

FERPA is the Family Education Rights and Privacy Act. FERPA affords Parent and students over 18 years of age the following rights with respect to a student’s education records:

- The right to inspect and review the student’s education records.
- The right to request amendment of the student’s education records.
- The right to consent to the disclosure of personally identifiable information contained in the student’s education records.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by SGA to comply with requirements of FERPA. Notification of Rights under FERPA, with a summarized explanation of these rights, is posted at the district office and website; Parents may request a copy from the office staff.

Can my child attend if he/she is currently homeless?

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) is included in Every Student Succeeds Act of 2015. The reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non-homeless peers.



McKinney-Vento Homeless Education Assistance Act includes certain rights and/or protections to:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it is against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records, or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

If you believe your student is eligible for McKinney-Vento services, please contact:

McKinney Vento Homeless Liaison
Rebecca Islas
Student Support Services Coordinator
beckie.islas@southgateaz.org
(520) 730-1841

If my child is transferring from a different school, do I need to provide Withdrawal Confirmation?

A student who has previously attended a school in this state is required to submit a properly executed ADE Official Notice of Pupil Withdrawal form ("Withdrawal Form") prior to his/her attendance. The Withdrawal Form is a requirement for attendance but may not be a condition of enrollment.

What are the policies in regard to immunizations?

Pursuant to Arizona law, "[a] pupil shall not be allowed to attend school without submitting documentary proof [of immunization] . . . unless the pupil is exempted from immunization pursuant to section 15-873." Accordingly, charter schools may request, but may not require, proof of immunization or an exemption as a condition for enrollment. Such documentation is required prior to a student's attendance but not for enrollment. A school cannot deny enrollment due to the parent/guardian submitting an exemption form in place of immunization records.



Will I need to provide my child’s social security number for enrollment?

No, Southgate Academy does not collect or obtain a student’s social security number.

Are there fees or volunteer requirements associated with enrollment?

Southgate Academy does not assign fees or require volunteer hours as a condition of enrollment.

Can I tour the school prior to enrollment?

Parents/guardians may participate in a tour to learn more about Southgate Academy by contacting the school directly or visiting the school website, however a tour is not a requirement or condition of enrollment.

Do I need to provide proof of Arizona residency?

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 document is designed to assist school districts and charter schools in meeting the legal requirements of the statute.

The documentation required by A.R.S. § 15-802 must be provided at initial enrollment of a student in a school district or charter school in this state and reaffirmed, although not necessarily recollected, during the district or charter’s annual registration process. This process will vary by the school, school district, or charter school (i.e. an annual form asking parents to confirm address).

Every school district or charter school is required, **within 30 days of enrollment**, to obtain a certified copy of a pupil’s birth certificate or other reliable proof of the pupil’s identity and age, 5 or a letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law. A school district or charter school may seek photo identification from the person enrolling a student to ensure that the adult is entitled to enroll the student in school, as long such a requirement does NOT unlawfully bar a student from enrolling in school.

In case of an ADE Audit, the school, school district or charter school will be asked what process is used and what documentation is obtained via this process. If the student’s residence has not changed, an affirmation (via a checkbox) that the previously provided proof of residency remains accurate should be sufficient. The documentation supporting Arizona residency should be maintained according to the school’s records retention schedule.

For members of the armed services, a school may enroll a student if the parent provides a hard-copy or electronic document of their transfer or pending transfer to a military installation within the state. The parent must provide official documentation of residency within ten days after the arrival date which may include a temporary on-base billeting facility as their address. **PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.** 7 42 U.S.C.§ 11 432(g)(3)(C)(i).



In general, students will fall into one of two groups: (1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and (2) those whose parent or legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

- Parent(s) or legal guardian(s) that maintains his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide one of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):
 - Valid Arizona driver's license, Arizona identification card
 - Valid Arizona motor vehicle registration
 - Valid Arizona Address Confidentiality Program authorization card
 - Property deed/Mortgage documents
 - Property tax bill
 - Rental agreement or lease (including Section 8 agreement or off-base military housing)
 - Utility bill (water, electric, gas, cable, phone)
 - Bank or credit card statement
 - W-2 wage statement
 - Payroll stub
 - Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
 - Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
 - Temporary on-base billeting facility (for military families)
- Parent(s) or legal guardian(s) that does not maintain his or her own residence: The parent or legal guardian must have an affidavit of shared residency form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit for the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list bearing the name and address of the person who maintains the residence.

What are the Title IX policies at Southgate Academy?

Title IX of the Education Amendments of 1972: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.



Southgate Academy does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. SGA also does not discriminate in its hiring or employment practices.

Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681 et seq.) prohibits sex discrimination in education and in employment.

Any person that believes they have been harassed or discriminated against based on their sex can file a complaint by contacting:

Sylvia Calmelat
SGA Title IX Coordinator
smcarmelat@southgateaz.org
(520) 490-1376

Do I need to provide a certified copy of my child's Birth Certificate?

Per state statute A.R.S. 15-828, all new students enrolling in the district for the first time must provide, **within thirty days**, either:

1. A certified copy of the student's birth certificate or
2. Other reliable proof of the student's identity, age, and birthplace accompanied by an affidavit explaining the inability to produce a certified copy of the birth certificate.

If a parent is unable to provide this documentation when enrolling their student(s), school office staff should present the Affidavit of Inability to Provide Certified Copy of Birth Certificate, and inform them of the 30 day state requirement.

If after 30 days the parent has still not provided the birth certificate (or other acceptable documentation), school office staff should present the parent with the **10 Day Notice**.

If after 10 days the parent has still not provided acceptable documentation, school office staff will notify the Chief Academic Administrator and the Superintendent. **Local law enforcement will be notified as required by state statute.** The student(s) will NOT be withdrawn due to missing birth certificate.



Attendance Policies for After School Enrollment

What are the school's absence reporting policies?

Arizona State law requires that parents ensure that their children between the age of six and sixteen attend school.

A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1. On the **fifth unverified absence** or 20 total verified/unverified absences, regardless of the reason you and/or your child could be issued a citation for violation of an Arizona Revised Statute A.R.S. 15-802 or 15-803.

Pursuant to ARS §15-807; Absence from school, notification of parent or person having custody of pupil: In case of absence from school, the parent/guardian is required to notify the school attendance personnel in advance or at the time of the absence.