

## **Instructions for completing STARBASE forms**

### **A. STUDENT Application (1 per student attending)**

- a. Fill out form completely.  
(This form is located within the Welcome Packet on Page 5.)

### **B. TEACHER/CHAPERONE Application (1 per adult attending)**

- a. Fill out form completely  
*NOTE: Your school needs at least 1 adult not attending the STARBASE academy to fill out an application in case of a student emergency (sickness or behavior) resulting in immediate removal from STARBASE Academy; preferably an administrator or anyone else who can leave at any time.*

### **C. 125 FW FORM 2 Form (1 per adult attending)**

There is a separate sheet with instructions for the completion of this form.

### **D. DEMOGRAPHICS Form (1 per class)**

- a. List number of Males, Females and total students in class.
- b. List total number of Hispanics and Non-Hispanics.
- c. Take the total number of Non-Hispanics and list them out individually, based on race. Total should equal total of Non-Hispanics.
- d. List totals for Special Needs:
  - i. ESE/ELL
  - ii. Title 1 (all)
  - iii. 504
  - iv. Military connected

*NOTE: The Demographics data must match the STARBASE classes, not the teacher homeroom demographics. If for example, we had to move a couple of students from one class to another in order to ensure both classes have a minimum of 20 students, the teacher will have to adjust his/her Demographics form to reflect this change.*

### **E. FLIGHT ASSIGNMENT SHEET (1 per class)**

- a. Seating Chart
- b. Attached a copy of your school roster (to prevent misspelled names in case admin is unable to interpret teacher's handwriting).
- c. Organize the students according to how they work with each other/behaviors
- d. Fill up to 4 students per table. STARBASE may change if necessary due to need.
- e. Put whether M/F and any special information needed to assist instructor.

*NOTE: Remember, there is a 20-student minimum per class.*

*Example: If one class has 19 students and another 23, we will need to move one student from the larger class so that both classes have a minimum of 20 students. Additionally, the Demographics form will need to be adjusted to reflect the change in classes.*