



# 2025 - 2026 ENROLLMENT FORMS

Dear Student and Parent/Guardian,

Enclosed you will find important documents that enable us to register you for school at Archway Academy. **Please complete & sign ALL documents.**

**Please include the required supporting documents:**

- Birth Certificate
- Immunization Records
- Social Security Card
- Parent (Guardian) Driver's License
- Transcripts
- SPED/504 Paperwork (if applicable)
- Treatment Discharge Paperwork (if applicable)

The Student Handbook is available on our website: [www.archwayacademy.org](http://www.archwayacademy.org). It is important that parents/guardians and students read this document thoroughly. The Handbook includes reference materials and policies that affect the daily functioning of the school.

Please scan and email the packet to our Clinical Director, Andrew Warren at [andrew.warren@archwayacademy.org](mailto:andrew.warren@archwayacademy.org). Please call Andrew Warren on his cell at 713-992-0969 if you have questions or need clarification. We look forward to seeing you soon!

*Archway Academy*

*6221 Main Street*

*Houston, Texas 77030*

*Phone: (713) 328-0780*

*[www.archwayacademy.org](http://www.archwayacademy.org)*

*Honesty. Accountability. Recovery. Education*

*Hope. Learning. Fellowship. Sobriety. Love.*



August '25							September '25							October '25										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
					1	2		1	2	3	4	5	6				1	2	3	4				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11				
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18				
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25				
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31					
November '25							December '25							January '26										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1		1	2	3	4	5	6					1	2	3				
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10				
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17				
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24				
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31				
February '26							March '26							April '26										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4				
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11				
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18				
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25				
							29	30	31					26	27	28	29	30						
May '26							6-WEEKS GRADING CYCLES																	
S	M	T	W	T	F	S	Cycle 1 8/12 - 9/19				Cycle 3 11/3 - 12/18				Cycle 5 2/17 - 4/10									
					1	2	Cycle 2 9/22 - 10/31				Cycle 4 1/07 - 2/11				Cycle 6 4/13 - 5/21									
3	4	5	6	7	8	9	EARLY DISMISSAL																	
10	11	12	13	14	15	16	Final Exams (12:45pm)																	
17	18	19	20	21	22	23	Dec 15				Dec 16		Dec 17		Dec 18		First Day:		SPROM					
24	25	26	27	28	29	30	May 19				May 20		May 21		May 22		Last Day:		Graduation					
																					May 22nd		May 21st	

HOLIDAYS / NO SCHOOL		
Sep 1 Labor Day	Nov 21-28 Thanksgiving	Mar 6-13 Spring Break
Sep 26 Professional Dev.	Dec 19 - Jan 6 Winter Break	Mar 20 Professional Dev.
Oct 9-13 Fall Break	Jan 19 MLK Day	Apr 2 Chavez / Huerta
Oct 24 Professional Dev.	Feb 12-16 Mid-Winter Break	Apr 3-6 Spring Holiday
Nov 7 Professional Dev.	Feb 27 Professional Dev.	May 1 Professional Dev.



# 2025 - 2026 ENROLLMENT FORMS

## CRITERIA TO ATTEND

We require students to participate in programs outside of Archway that provide tools, skills, and knowledge for young people and their families to deal with mental and behavioral health. Archway has recovery support during the school day, but we cannot be everything your family needs.

When it comes to outside programs, we recommend that all students participate in an Alternative Peer Group (APG) program. There are several APG's in the Houston area. You can find more details on our website under the "Enroll Your Child" tab. APGs serve several important functions for your family: social weekend activities for teens; parent support groups; family counseling; and after-school recovery activities to keep teens active, engaged, and growing in their recovery. Archway works closely with the APG's so that we are nurturing recovery at school. Your main clinical/counseling support will come from your APG.

Some students enrolling at Archway are participating in Intensive Outpatient Programs (IOP) as recommended by their previous or current treatment provider. This is an acceptable level of clinical/counseling support, but students must find additional programming upon successful completion of IOP. Some students simultaneously participate in an IOP and an APG.

*Archway will consider enrollment for students not attending an APG or IOP on a case-by-case basis.*

Student Full Name (Printed):

Name of APG or IOP you are attending or plan on attending:

Name of APG or IOP counselor/therapist:

Parent/Guardian Signature:



# 2025 - 2026 ENROLLMENT FORMS

## STUDENT INFORMATION

Full Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Birth:	<input type="text"/>	Email:	<input type="text"/>
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
Sobriety Date:	<input type="text"/>		
Sexual Orientation (Please check all that apply):			
<input type="checkbox"/> Heterosexual <input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual <input type="checkbox"/> Transgender <input type="checkbox"/> Queer			
<input type="checkbox"/> Intersexual <input type="checkbox"/> Asexual <input type="checkbox"/> Other			

## PARENT/GUARDIAN INFORMATION

Full Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Birth:	<input type="text"/>	Email:	<input type="text"/>
Occupation/Employer:	<input type="text"/>		
Home Address:	<input type="text"/>		

## PARENT/GUARDIAN INFORMATION

Full Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Birth:	<input type="text"/>	Email:	<input type="text"/>
Occupation/Employer:	<input type="text"/>		
Home Address:	<input type="text"/>		

## HOW DID YOU HEAR ABOUT ARCHWAY?

Include all of the individuals/organizations you heard about us from.

Referral 1:	<input type="text"/>
Referral 2:	<input type="text"/>
Referral 3:	<input type="text"/>



# 2025 - 2026 ENROLLMENT FORMS

## PAST TREATMENT EXPERIENCE (IF APPLICABLE)

Treatment Provider 1:	<input type="text"/>	
Date of Attendance:	<input type="text"/>	Successful Completion: <input type="checkbox"/> Yes <input type="checkbox"/> No
Treatment Provider 2:	<input type="text"/>	
Date of Attendance:	<input type="text"/>	Successful Completion: <input type="checkbox"/> Yes <input type="checkbox"/> No
Treatment Provider 3:	<input type="text"/>	
Date of Attendance:	<input type="text"/>	Successful Completion: <input type="checkbox"/> Yes <input type="checkbox"/> No
Treatment Provider 4:	<input type="text"/>	
Date of Attendance:	<input type="text"/>	Successful Completion: <input type="checkbox"/> Yes <input type="checkbox"/> No

## RELATIONSHIP INFORMATION

Please list any important information regarding the student's relationship with their parent(s) / guardian(s):

Indicate any unique or special circumstances regarding custody, living arrangements, visitation, etc.



# 2025 - 2026 ENROLLMENT FORMS

## FAMILY INFORMATION

Is the student adopted? If yes, at what age:

☐ Yes ☐ No

Any history of family abuse? Involvement with CPS or Foster Care?

☐ Yes ☐ No ☐ Yes ☐ No

Any History of substance/alcohol use in the family?

☐ Yes ☐ No

Please elaborate:

Sibling's Name and Relationship to Student:

Sibling 1:  Age:

Additional Comments:

Sibling 2:  Age:

Additional Comments:

Sibling 3:  Age:

Additional Comments:

## ACADEMIC INFORMATION

Does the student receive 504 services?

☐ Yes ☐ No

If yes, please elaborate:

Does the student receive SPED services?

☐ Yes ☐ No

If yes, please elaborate:



# 2025 - 2026 ENROLLMENT FORMS

## ACADEMIC INFORMATION (CONTINUED)

Does the student have a learning disability?

☐ Yes ☐ No

If yes, please elaborate:

## BEHAVIORAL HISTORY

Has the student ever been arrested or involved with probation?

☐ Yes ☐ No

If yes, please elaborate:

Has the student ever been a victim of violent behavior?

☐ Yes ☐ No

If yes, please elaborate:

Has The student ever been suspended or expelled?

☐ Yes ☐ No

If yes, please elaborate:

Has the student ever been violent toward others?

☐ Yes ☐ No

If yes, please elaborate:



# 2025 - 2026 ENROLLMENT FORMS

## CLINICAL INFORMATION

Does the student have any current psychiatric diagnosis?

☐ Yes ☐ No

If yes, please list & elaborate:

Please list all medications the student is currently prescribed:

Please list significant information regarding health history, concerns, physical limitations, and/or disabilities:

Any past suicide attempts?

☐ Yes ☐ No

If yes, please list & elaborate:

History of self-harm?

☐ Yes ☐ No

If yes, please list & elaborate:

History of disordered eating?

☐ Yes ☐ No

If yes, please list & elaborate:





# 2025 - 2026 ENROLLMENT FORMS

## ARCHWAY ACADEMY FINANCIAL OBLIGATION ACKNOWLEDGEMENT

I/we understand and agree to the following terms and conditions regarding tuition, billing, and related fees for enrollment at Archway Academy:

### 1. Program Fees

- Monthly program fees are \$1,250, which cover school supplies, technology, and regular drug testing.
- Invoices are issued on the first day of each month. If the first falls on a weekend or holiday, payment is due on the next business day.
- A valid Auto Pay method is required to be on file at all times, even if tuition has been prepaid in full.

### 2. Late Payment Policy

- A \$50 late fee will be assessed for any payment not received by the end of the first week of the month.
- If payment is not received within 15 days of the due date, the student may be suspended from attending classes until the account is brought current.

### 3. Mid-Year Enrollments

- For students enrolling mid-year, program fees are due on the first day of enrollment and are prorated as follows:

**1st Week - \$1,250    2nd Week - \$938    3rd Week - \$625    4th Week - \$313**

### 4. Refund Policy

- Tuition is non-refundable, except in cases of documented medical emergencies, which will be reviewed on a case-by-case basis by Archway Administration.
- A 15-day written notice is required to withdraw a student from the program without incurring additional charges.

### 5. Withdrawal and Re-enrollment

- If a student is withdrawn to attend a higher level of care, any remaining tuition balance will be applied upon re-enrollment into the program.

### 6. Additional Fees

I/we understand that additional fees may be incurred throughout the school year for special activities or services. These fees are not covered by scholarships or financial aid and must be paid separately. Such fees include but are not limited to:

- Field Trips (transportation, admission, etc.), Senior Trip (travel, lodging, activities), SPROM (Sober Prom) (venue, food, entertainment)

These additional fees will be communicated in advance, and payment must be made by the specified deadline. Failure to pay may result in the student being ineligible to participate in the respective activity.

Parent/Guardian Signature:

Date:



# 2025 - 2026 ENROLLMENT FORMS

## CREDIT CARD AUTHORIZATION FORM

Student Full Name (Printed):

Cardholder Full Name:

Billing Address:

Credit Card Information (Please note: Your credit card will be securely stored and only used for program-related fees with your consent):

Card Type:

☐ Visa ☐ Mastercard ☐ AMEX ☐ Discover

Card Number:

Expiry Date (MM/YY):  Security Code (CVV):

### Authorization and Agreement

I, the undersigned, authorize Archway Academy to charge my credit card for the purpose of paying for my child's educational and recovery program fees. I understand that:

- This authorization will remain in effect until I notify Archway Academy in writing to cancel.
- I will receive notice of any changes to tuition or fees prior to being charged.
- If payment is declined or returned, I am responsible for resolving the issue and may be charged applicable late fees.
- All information provided will be kept confidential and used solely for the purposes described above.

Responsible Party Signature:

Date:



# 2025 - 2026 ENROLLMENT FORMS

## ATTENDANCE POLICY & PROCEDURES

Please email Madison James if your student will not be at school:  
[madison.james@archwayacademy.org](mailto:madison.james@archwayacademy.org)

Attendance at school is a vital element of enrollment at Archway. School is your full-time job and therefore attendance should be a high priority. You will find a large section in our Student Handbook dedicated to attendance, but here are a few expectations:

- Attend school every day. Court, vomiting, fever, illness severe enough to seek medical attention, college visits, and funerals are appropriate reasons to miss school. We do not accept tired, mild headache, cramps, allergies, staying up too late with a sponsor, or "not feeling it" as valid excuses. We would not miss work for those reasons, so you should not miss school.
- We must receive confirmation via phone or email from a parent/guardian if you are absent. If we do not hear from a parent/guardian by 8:50am, we will call to check in.
- Your attendance is directly tied to your success at school and to our success as an organization.

Archway may decide to review your enrollment and appropriateness for the school if excessive absences occur. Please see our Handbook for more detailed information about attendance, state law, Verification of Enrollment Forms, loss of credits, and buy back hours.

**DOCUMENTING EXCUSED ABSENCES:** Every time a student is absent, a parent/guardian must email with an excuse note. Excuse notes from doctors, court, etc. can be delivered on the day of return. Each note should contain the current date; date of absence; student's full name; reason for absence; and parent signature

Student Full Name (Printed):

Student Signature:

Date:

Parent/Guardian Signature:

Date:



# 2025 - 2026 ENROLLMENT FORMS

## PARKING POLICY

Parking in the Medical Center area is difficult. However, our wonderful location provides convenient options for students to take public transportation to and from school. The South parking lot off Fannin Street is off limits to student drivers. The North parking lot off Main Street has a three-hour parking limit and students are not guaranteed a spot if they attempt to move their car during passing periods. If ticketed by the city, the cost of the fine is the full responsibility of the operator of the vehicle. We encourage students to utilize public transportation, carpool, or be transported by a parent/guardian. Pay parking is available in the Medical Center garages.

*I have read and understand the policy above:*

Student Signature:  Date:

Parent/Guardian Signature:  Date:

## RECEIPT OF STUDENT HANDBOOK

The Student Handbook is posted on Archway's website at [www.archwayacademy.org](http://www.archwayacademy.org). Our handbook gives detailed information about Archway's policies and procedures. Read the handbook thoroughly to get familiar with the inner workings of our school. By signing below, you commit to reading the handbook and taking initiative to ask questions if necessary.

*I have read and understand the policy above:*

Student Signature:  Date:

Parent/Guardian Signature:  Date:

## PUBLIC RELATIONS RELEASE

I understand that Archway Academy is a private, non-profit organization that engages in public awareness and fundraising efforts to support its mission. I give permission for Archway Academy to use photographs, videos, audio, or similar likenesses of me and/or my child (if I am the student's legal guardian) for social media and external promotion. I understand this consent is not required for admission or services. I will not receive compensation and release Archway Academy and its staff from liability. I may revoke this consent at any time in writing, which will not affect materials already produced.

*I have read, understand and consent to the above:*

Student Signature:  Date:

Parent/Guardian Signature:  Date:



# 2025 - 2026 ENROLLMENT FORMS

## CONSENT FOR DRUG TESTING AND SEARCHES

Archway Academy requires ongoing drug and alcohol testing as part of our mission and accountability. Testing is performed at school by trained staff. Students must comply with all procedures and protocols. A student's failure to submit a drug test or to comply with procedures and protocols is a violation of this Policy and may result in disciplinary action, up to and including expulsion. Some medications may create false-positives. The staff will determine whether any legitimate alternative medical explanation could account for the positive result. When a student is notified by Archway staff to consent to a specimen collection, they will be allotted 30-minutes to provide the sample. If the student cannot provide the sample in the allotted time, reasonable disciplinary action may be taken if there is suspicion of "avoiding" or "withholding." Any positive drug test will be communicated to parents and the appropriate APG/IOP staff and may result in being withdrawn from Archway.

Our staff may conduct unannounced searches for alcohol, drugs, paraphernalia or missing/stolen items. Entering the Palmer campus property constitutes consent to searches. Students are expected to cooperate in such searches. Searches of students and their personal property which includes, but is not limited to, lunch containers, backpacks, cell phones, desks, work area, purses, wallets, and vehicles may be conducted when there is reasonable suspicion to believe that a student is in violation of this Policy and/or when circumstances and school conditions justify them. Consent to a search is required as a condition of continued enrollment and the student's refusal to consent may result in expulsion. Students will not be touched as part of the search or detained without their consent. Students being searched may be asked to empty pockets and remove hats and outer clothing, such as jackets and sweaters. Any illegal or non-prescribed drugs discovered will be turned over to the appropriate law enforcement agency. Any action taken by law enforcement agencies will be completely independent of this Policy.

***I have read, understand, and consent to the policy above:***

Student Signature:  Date:

Parent/Guardian Signature:  Date:



# 2025 - 2026 ENROLLMENT FORMS

## FIELD TRIP PERMISSION SLIP

I give permission for my student to participate in any Archway Academy/Southwest Schools off-campus field trips. These trips are educational as well as therapeutic for many of the students. I understand that Archway Academy/Southwest School's staff will not allow any form of inappropriate behavior or drug/alcohol use, and will not be responsible for any accidents that may occur. I voluntarily release and agree to indemnify and hold harmless Archway Academy/Southwest Schools and its staff from any and all claims, demands, or causes of action, which are in any way connected with participation in these trips.

In the event of an emergency and if parents or emergency contacts are not available, I agree that Archway Academy has the authority to obtain medical assistance. Furthermore, I release Archway Academy/Southwest Schools and its employees from any liability and/or responsibility for any illness or injury suffered as a result of my child's participation in a field trip.

I understand that if my child's behavior is deemed inappropriate while participating or they are under the influence or in possession of drugs and/or alcohol, my child will be separated from the other participants, and I may be contacted to pick up my child.

### Emergency Contacts:

Contact Name:  Phone:   
Contact Name:  Phone:

### *I have read, understand, and consent to the policy above:*

Student Signature:  Date:

Parent/Guardian Signature:  Date:



# 2025 - 2026 ENROLLMENT FORMS

## CONSENT TO OBTAIN/RELEASE INFORMATION

ALTERNATIVE PEER GROUP (APG):

I,  authorize Archway Academy to release and/or receive all the following information:

- Alcohol/Drug Screening Results
- Treatment Information
- Follow-up Information
- Assessment Results
- Program Participation
- Billing/Financial Info

The Purpose of this disclosure is to allow Archway Academy to collaborate and share information with other important treatment providers.

I understand that my records are protected and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I authorize the use or disclosure of my individual identifiable health information as described above and that this authorization is voluntary. I understand that I may revoke this consent at any time except to the extent that action has been taken reliance on it, and that in any event this consent expires automatically at the beginning of the new school year.

Student Full Name (Printed):

Student Signature:

Date:

Parent/Guardian Signature:

Date:



# 2025 - 2026 ENROLLMENT FORMS

## CONSENT TO OBTAIN/RELEASE INFORMATION

PREVIOUS TREATMENT PROVIDER:

I,  authorize Archway Academy to release and/or receive all the following information:

- Alcohol/Drug Screening Results
- Treatment Information
- Follow-up Information
- Assessment Results
- Program Participation
- Billing/Financial Info

The Purpose of this disclosure is to allow Archway Academy to collaborate and share information with other important treatment providers.

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Student Full Name (Printed):

Student Signature:

Date:

Parent/Guardian Signature:

Date:





# 2025 - 2026 ENROLLMENT FORMS

## CONSENT TO OBTAIN/RELEASE INFORMATION

PROBATION OFFICER:

I,  authorize Archway Academy to release and/or receive all the following information:

- Alcohol/Drug Screening Results
- Treatment Information
- Follow-up Information
- Assessment Results
- Program Participation
- Billing/Financial Info

The Purpose of this disclosure is to allow Archway Academy to collaborate and share information with other important treatment providers.

I understand that my records are protected and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I authorize the use or disclosure of my individual identifiable health information as described above and that this authorization is voluntary. I understand that I may revoke this consent at any time except to the extent that action has been taken reliance on it, and that in any event this consent expires automatically at the beginning of the new school year.

Student Full Name (Printed):

Student Signature:

Date:

Parent/Guardian Signature:

Date:



# 2025 - 2026 ENROLLMENT FORMS

## CONSENT TO OBTAIN/RELEASE INFORMATION

THERAPIST/COUNSELOR:

I,  authorize Archway Academy to release and/or receive all the following information:

- Alcohol/Drug Screening Results
- Treatment Information
- Follow-up Information
- Assessment Results
- Program Participation
- Billing/Financial Info

The Purpose of this disclosure is to allow Archway Academy to collaborate and share information with other important treatment providers.

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Student Full Name (Printed):

Student Signature:

Date:

Parent/Guardian Signature:

Date:



# 2025 - 2026 ENROLLMENT FORMS

## CONSENT TO OBTAIN/RELEASE INFORMATION

PSYCHIATRIST:

I,  authorize Archway Academy to release and/or receive all the following information:

- Alcohol/Drug Screening Results
- Treatment Information
- Follow-up Information
- Assessment Results
- Program Participation
- Billing/Financial Info

The Purpose of this disclosure is to allow Archway Academy to collaborate and share information with other important treatment providers.

I understand that my records are protected and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I authorize the use or disclosure of my individual identifiable health information as described above and that this authorization is voluntary. I understand that I may revoke this consent at any time except to the extent that action has been taken reliance on it, and that in any event this consent expires automatically at the beginning of the new school year.

Student Full Name (Printed):

Student Signature:

Date:

Parent/Guardian Signature:

Date:



# Southwest Schools Enrollment Packet 2025-2026

## **CERTIFICATION (Required):**

By typing **YES** below, I certify to the best of my knowledge and belief that the information in this packet is complete and accurate, I am the legal guardian of the child listed below, and I understand that any false information, omission, or misrepresentation of facts may result in future dismissal of the student. My electronic signature is the legal equivalent of my manual signature.

Type **YES** to agree \_\_\_\_\_

## **CERTIFICACION (Requerida):**

Al escribir **SI** a continuación, certifico a mi leal saber y entender que la información en este paquete es completa y precisa, soy el tutor legal del niño/a mencionado a continuación y entiendo que cualquier información falsa, omisión o tergiversación de los hechos puede resultar en futuro despido del estudiante. Mi firma electrónica es el equivalente legal a mi firma manual.

Escriba **SI** para aceptar \_\_\_\_\_

**OFFICE USE ONLY****Enrollment Date**

\_\_\_\_\_

**Student ID #**

\_\_\_\_\_

**Enrollment Form 2025-2026****(Formulario de Inscripción 2025-2026)****Student Information (Información del Estudiante)**

Student Name (Nombre del Estudiante): \_\_\_\_\_

Current Grade (Grado Actual): \_\_\_\_\_

Age (Edad): \_\_\_\_\_

Date of Birth (Fecha de Nacimiento): \_\_\_\_\_

Birth Place (País de Nacimiento): \_\_\_\_\_

Gender (Sexo): ☐ Female (Femenino) ☐ Male (Masculino)

Student SS Number (Número de Seguro Social del Estudiante): \_\_\_\_\_

Previous School Attended (Escuela Anterior): \_\_\_\_\_

Student Address (Dirección del Estudiante): \_\_\_\_\_

City (Ciudad): \_\_\_\_\_

State (Estado): \_\_\_\_\_

Zip Code (Código Postal): \_\_\_\_\_

Student Ethnicity (Etnicidad del Estudiante): ☐ Hispanic (Hispano) / Latino ☐ Not Hispanic (No Hispano) / No Latino

Student Race (Raza del Estudiante): ☐ White (Blanco) ☐ Black or African American (Negro o Afroamericano)

☐ Asian (asiático) ☐ American Indian or Alaska Native (Indio Americano o Nativo de Alaska)

☐ Native Hawaiian or Other Pacific Islander (Nativo de Hawai u Otras Islas del Pacifico)

Student Resides With (Estudiante Vive Con): ☐ Mother (Madre) ☐ Father (Padre) ☐ Both (Ambos Padres)☐ Guardian (Guardián) ☐ Other (Otro) \_\_\_\_\_**Parent/Guardian Information (Información del Padre/Tutor)****Name of Parent/Guardian #1** (Nombre del Padre/Tutor #1): \_\_\_\_\_

Relationship to Student (Parentesco con el Estudiante): \_\_\_\_\_

Home Address (Dirección): \_\_\_\_\_

**Only if different than the address listed above (Únicamente si es diferente a la dirección mencionada anteriormente)**Phone Number (Número Telefónico) ☐ Home (Casa) ☐ Cell (Celular) ☐ Work (Trabajo) \_\_\_\_\_Phone Number (Número Telefónico) ☐ Home (Casa) ☐ Cell (Celular) ☐ Work (Trabajo) \_\_\_\_\_

Email Address (Correo Electrónico): \_\_\_\_\_

Would you like to receive text messages from the school? (¿Le gustaría recibir mensajes de texto de parte de la escuela?) ☐ Yes (Si) ☐ No (No)Preferred Language (Idioma Preferido): ☐ English (Ingles) ☐ Spanish (español)Translator Needed? (¿Necesita Interprete?): ☐ Yes (Si) ☐ No (No)

## Enrollment Form 2025-2026

### (Formulario de Inscripción 2025-2026)

**Name of Parent/Guardian #2** (Nombre del Padre/Tutor #2): \_\_\_\_\_

Relationship to Student (Parentesco con el Estudiante): \_\_\_\_\_

Home Address (Dirección): \_\_\_\_\_ *(Only if different than the address listed above)*  
*(Únicamente si es diferente a la dirección mencionada anteriormente)*

Phone Number (Número Telefónico) ☐ Home (Casa) ☐ Cell (Celular) ☐ Work (Trabajo) \_\_\_\_\_

Phone Number (Número Telefónico) ☐ Home (Casa) ☐ Cell (Celular) ☐ Work (Trabajo) \_\_\_\_\_

Email Address (Correo Electrónico): \_\_\_\_\_

Would you like to receive text messages from the school? (¿Le gustaría recibir mensajes de texto de parte de la escuela?) ☐ Yes (Si) ☐ No (No)

Preferred Language (Idioma Preferido): ☐ English (Ingles) ☐ Spanish (español)

Translator Needed? (¿Necesita Interprete?): ☐ Yes (Si) ☐ No (No)

**After school my child will (Después de clases mi hijo(a):**

- ☐ School bus rider - Only Mangum, Discovery, and Empowerment (Será recogido por el bus escolar - Solo las escuelas M, Discovery y Empowerment)
- ☐ Car rider (Será recogido en carro particular)
- ☐ Walk to and from school by themselves -Registrar Approval Needed (Estudiante caminará solo a casa -Solo si lo aprueba la Registradora)
- ☐ Will walk to and from school with parent or other person (Caminará con los padres u otra persona a casa) \_\_\_\_\_
- ☐ Picked up by daycare or private bus. Name of service. \_\_\_\_\_  
 (Será recogido por parte de su guardería o bus privado. Nombre de servicio)
- ☐ Other type of transportation (Otro tipo de transportación) \_\_\_\_\_

**Please list your emergency contacts and their phone numbers. Your emergency contacts are also the ONLY individuals that are allowed to pick up your child(ren) from school. All individuals must present a valid picture identification at the time of pick up.**

**(Por favor de indicar sus contactos de emergencia y números telefónicos. Únicamente las siguientes personas tendrán permiso de recoger a mi hijo(a)s de la escuela. Toda persona debe presentar una identificación válida a la hora de recoger al estudiante.**

Name (Nombre): _____	Phone Number (Número Telefónico): _____	Relationship (Parentesco) _____
Name (Nombre): _____	Phone Number (Número Telefónico): _____	Relationship (Parentesco) _____
Name (Nombre): _____	Phone Number (Número Telefónico): _____	Relationship (Parentesco) _____

*Unless the school has been provided with official and signed court order documents indicating loss of parental rights/custody, both parents on the birth certificate have the right to enroll, withdraw, or pick up a student.*

*(Únicamente si la escuela ha sido proporcionada con una orden judicial firmada y oficialmente indicando pérdida de derechos o custodia, ambos padres indicados en el acta de nacimiento tienen el derecho de inscribir, dar de baja o recoger al estudiante)*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Military and Foster Care Questionnaire 2025-2026**

### **(Cuestionario Militar y de Cuidado de Crianza 2025-2026)**

Student Name (Nombre del Estudiante) \_\_\_\_\_

Due to recent House Bill 525 and Senate Bill 833, it has become necessary for Southwest Schools to collect the status of students in regard to military and foster care. This information must be reported to TEA in our District PEIMS submissions.

**Military – Is your child a dependent of an active military member? Please check one box below.**

- ☐ US Military – Army, Navy, Air Force, Marine Corps or Coast Guard
- ☐ Texas National Guard
- ☐ Reserve Force of the US Military
- ☐ This DOES NOT apply to my child

**Foster Care – Is your child currently in a foster home? Please check one box below.**

- ☐ My child receives Foster Care Services
- ☐ This DOES NOT apply to my child

**For Pre-Kindergarten students only:**

My child is a dependent of an active-duty uniformed member of the Army, Navy, Air Force, Marine Corps, or Coast Guard, or activated/mobilized uniformed member of the Texas National Guard (Army, Air Guard, or State Guard) who was injured or killed while serving on active duty.

- ☐ Yes
- ☐ No

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Debido al reciente Proyecto de Ley 525 y Proyecto de Ley 833 del Senado, es necesario que el distrito escolar de Southwest Schools reúna datos relacionados con estudiantes conectados con las fuerzas armadas y cuidado de crianza. Esta información será reportada a TEA durante el envío de informe de PEIMS del distrito.

**¿Militar – Es su hijo dependiente de un miembro activo en el servicio militar? Por favor escoja una respuesta.**

- ☐ Militar en los Estados Unidos – Ejército, La Marina, Fuerza Aérea, Marine Corps o Guardia Costera
- ☐ Guardia Nacional de Texas
- ☐ Reserva de las fuerzas armadas de los Estados Unidos
- ☐ Esto NO LE APLICA a mi hijo (a)

**¿Cuidado de Crianza – Esta su hijo(a) actualmente en un hogar de cuidado de crianza? Por favor escoja una respuesta.**

- ☐ Mi hijo (a) recibe servicios de cuidado de crianza
- ☐ Esto NO LE APLICA a mi hijo (a)

**Alumnos de Pre-Kínder solamente:**

Mi hijo(a) es dependiente de un miembro uniformado y en servicio activo del Ejército, La Marina, la Fuerza Aérea, Marine Corps o la Guardia Costera, o de un miembro uniformado/movilizado de la Guardia Nacional de Texas (Ejército, Guardia Aérea o Guardia Estatal) herido o fallecido en el cumplimiento de su servicio activo.

- ☐ Si
- ☐ No

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Firma de Padre/Tutor)

(Fecha)

## Student Residency Questionnaire 2025-2026

The McKinney-Vento Homeless Education Assistance Improvements Act 42 U.S.C. 11435 was enacted to ensure that homeless children and youth have access to the same public educational opportunities that non-homeless students enjoy. To better serve the needs of our students and their families, Southwest Schools is attempting to identify homeless children and youth within its boundaries by requiring families to answer the following questions. By answering the questions below, we will be able to provide the appropriate services to those families in need of assistance.

Presenting a false record or falsifying records is an offense under section 37/10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec.25.002 (3)(d).

Student Name: \_\_\_\_\_ Gender: ☐ Male ☐ Female  
Last First Middle

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_ Campus Name: \_\_\_\_  
Month Day Year

Name of person with whom student resides: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Length of time at present address: \_\_\_\_\_ Last School attended: \_\_\_\_\_

1. Is your current address a temporary living arrangement? \_\_\_\_Yes \_\_\_\_No

2. Is this temporary living arrangement due to loss of housing or economic hardship? \_\_\_\_Yes \_\_\_\_No

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you answered YES to the above questions, please complete the remainder of this form. If you answered NO, you may stop here.**

**Please check only one box that best describes where the student is presently living:**

- ☐ In the home of a friend or relative because I lost my housing (Ex: fire, flood, lost job, divorce, domestic violence, etc.)
- ☐ In a shelter because I do not have permanent housing (Ex: economic hardship, shelter, transitional housing)
- ☐ In a hotel or motel (Ex: economic hardship, eviction, flood, fire, hurricane)
- ☐ In a tent, car, van, abandoned building, on the streets, in a park or other unsheltered location without electricity or running water.



## Student Wellness Inventory 2025-2026

### (Inventario de Bienestar Estudiantil 2025-2026)

The information given on this form will help the school staff to have a better understanding of your child's health needs.  
(La información proporcionada en este formulario ayudará al personal escolar a tener una mejor comprensión de las necesidades de salud de su hijo)

Student Name (Nombre del Estudiante): _____	
Date of Birth (Fecha de Nacimiento): _____	Gender (Sexo): <input type="checkbox"/> Female (Femenino) <input type="checkbox"/> Male (Masculino)

**Chronic, Recurring and Special Health Conditions (Please check any of the following that apply) Condiciones Crónicas, Recurrentes y Especiales de Salud (Por favor, marque toda opción que le aplique al estudiante)**

Asthma (Asma)	Blood Disorder (Desorden Sanguíneo)	Cancer (Cáncer)	
Diabetes (Diabetes)	Bowel problems (Problemas Intestinales)	Rheumatic Fever (Fiebre Reumática)	
Epilepsy/Seizures (Epilepsia / Convulsiones)	Heart Disease (Enfermedades del Corazón)	Surgery/Fractures (Cirugía / Fracturas)	
Bladder Problems (Problemas de la Vejiga)	Eating Disorders/Problems (Problemas de Alimentación)	Hearing Loss (Pérdida de la Audición)	
Kidney Problems (Problemas de Riñones)	Allergy - Specify (Alergias - Especifique)	Vision Loss (Pérdida de la Vision)	

**Allergies – Please Specify (Alergia por favor Especifique)** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are there allergies severe enough to require an **Epi-Pen**? ☐ Yes (Si) ☐ No (No)  
 (¿Hay alergias lo suficientemente graves como para requerir un Epi-Pen?)

*If an **Epi-Pen** is required, we must have a written and signed Medication Authorization Form from the physician and signed by our parents. (Si se requiere un Epi-Pen, debemos tener un Formulario de Autorización de Medicación escrito y firmado por el médico y el padre.)*

Physician Name (Nombre de Médico) : \_\_\_\_\_

Physician Phone (Teléfono de Médico): \_\_\_\_\_

In the event of an emergency situation and I cannot be reached, I, the parent/guardian do hereby authorize officials of Southwest Schools to call the physician and/or emergency contacts listed to render such treatments as may be deemed necessary for the health and safety of my child. In the event parents or emergency contacts cannot be reached, school officials are hereby authorized to take whatever action is deemed necessary for the health and safety of my child.

En caso de una situación de emergencia y no pueda ser localizado, Yo, el padre/tutor presente autorizo a los funcionarios de Southwest Schools a llamar al médico y / o contactos de emergencia listados para hacer los tratamientos que se consideren necesarios para la salud y la seguridad de mi niño(a). En caso de que los padres o los contactos de emergencia no puedan ser contactados, los oficiales de la escuela presente están autorizados a tomar cualquier acción que se considere necesaria para la salud y seguridad de mi hijo.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Firma de Padre/Tutor) (Fecha)

# MIGRANT EDUCATION PROGRAM SURVEY

District Name: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Dear Parents,

To better serve your children, the school district would like to identify families and out-of-school youth who are agricultural or fishing workers and who may qualify to receive additional educational services. The information provided will be kept confidential. Please answer the following questions and return this survey form to your child's school.

1. Have you done seasonal or temporary agricultural or fishing-related work (e.g., field work, canneries, lumbering, dairy work, or meat processing) during the last 3 years?

Yes \_\_\_\_

No \_\_\_\_

2. Have you moved between school districts and/or states during the last 3 years due to economic necessity?

Yes \_\_\_\_

No \_\_\_\_

3. Do you have a child under the age of twenty-two who lacks a U.S. -issued high school diploma or Certificate of High School

Equivalency (HSE/GED) and is currently not enrolled in school?

Yes \_\_\_\_

No \_\_\_\_

The Migrant Education Program offers a variety of supplemental academic and support services to all identified migrant children and out-of-school youth who move with their families to harvest the fruits and vegetables that help feed our nation. Services are provided by school districts and the community and vary by district regardless of immigration status.

Make sure you complete and return this survey to your child's school. An education representative may contact you to provide additional information and see if your child is eligible for the Migrant Education Program. Please provide the following information:

Name of the Child \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Best time to contact you. \_\_\_\_\_

*If you would like more information, call.* \_\_\_\_\_

## Truancy and Attendance Policy Notice 2025-2026

Student attendance is vital to the Southwest Schools Charter since it directly impacts student achievement as well as generates revenue from the state, therefore we will enforce the Texas truancy and attendance law. A student must be in attendance for at least two hours to be considered present for one-half day and for at least four hours to be considered present for one full day. These time limits refer to instructional time, not including lunch, homeroom, passing periods, or other non-instructional time.

### What to do if your child is absent or tardy?

Students who have been absent or tardy must present a written excuse from the parents or guardian when they return to school. Excuses for absences and tardies are personal illness, sickness or death in the family, quarantine, weather, or road conditions making travel dangerous, participation in school activities with permission of the principal, juvenile court proceeding documented by a probation officer, approved college visitation, emergencies, or "any other cause acceptable to superintendent designee."

Written excuses should be in the school's possession no later than three school days after the date of the absence or tardy. The three- day period begins with the day the student returns to school.

### Are tardies considered absences?

Students must be present at least 35 minutes of the class period (or 60 minutes of a 90-minute class period) to be considered in attendance unless they are participating in a field trip or other activity approved by the principal. Unexcused tardies are **not** converted to unexcused absences. Tardies are a disciplinary issue.

### Making up work after being absent

Students **must** be given the opportunity to make up for the work missed due to all absences. Reasonable time frames for the completion of assignments must be established. Please contact your child's school for more information.

### Daily absence exemptions

A student not actually on campus at the time of attendance is taken maybe considered in attendance for FSP purposes if the student:

- Is participating in an activity that is approved by the school board and is under the direction of a professional staff member, an adjunct staff member, or a paraprofessional staff member of the school district. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.
- Is a Medicaid eligible child participating in the Early and Periodic Screening, Diagnosis, and Treatment Services. Students may be excused for up to one day at a time without loss of daily attendance.
- Miss's school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. The school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- Is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed, certified, or registered to practice in the United States. The appointment must be supported by a document, such as a note, from the health care professional.
- The student is participating in mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program.

**Students leaving campus.**

No student under 18 years of age may leave campus during school hours for any reason without prior approval in writing or by documented phone call from the student's parent or guardian. This applies to lunch, extracurricular activities, field trips, and any other activity supervised by campus or district personnel. Such excuses must be approved by the principal or principal's designee.

**Texas Truancy and Attendance Laws**

It is each parent's duty to require his or her school-aged children to attend school, monitor the students' attendance, and request a conference with school officials to discuss any attendance concerns. In Southwest Schools, a student must attend at least 90 percent of the days the course meets during the school year in order to receive credit. If too many classes are missed, an "NG" is entered instead of a grade, and parents must contact the school to see what corrective steps must be taken. State law (**Texas Education Code Section 25.085**) provides that if a student is absent from school without parental consent for any portion of the school day for three days in a four-week period or for ten or more days in a six-month period, the student and/or the student's parent or legal guardian are subject to civil prosecution by the truancy court. In the event the student fails to obey the order issued by the civil courts, the student may also be referred to a juvenile court, which will determine whether the students should be adjudicated delinquent and referred for supervision by the juvenile probation authorities. Principals may excuse absences for personal illness, death in the family, or other legitimate reasons. Teachers will give students an opportunity to make up work for all absences.

**New Truancy Law**

**Due to the new Truancy Law effective September 1, 2015, the following information is critical to the success of effectively implementing a campus-wide strategy to address daily attendance.**

**TEC Sec.25.085. Compulsory School Attendance**

- (a) A child who is required to attend school under this Section shall attend school each school day for the entire period the program of instruction is provided
- (b) Unless specifically exempted by Section 25.086., a child who is at least six (6) years of age, or who is younger than six (6) years of age and has previously enrolled in first (1st) grade, and who has not yet reached the child's 19th birthday shall attend school
- (c) On enrollment in prekindergarten or kindergarten, a child shall attend school
- (d) Unless specifically exempted by Section 25.086., a student enrolled in a school district must attend an extended year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district under Section 29.084

**(e) A person who is 19 years old is required to attend each school day for the entire period the program of instruction for which the student is enrolled is offered. However, if the person has more than five unexcused absences in a semester, the school district may revoke the person's enrollment for the remainder of the school year. A person whose enrollment is revoked under subsection may be considered an unauthorized person on a school district grounds for purposes of Sec. 37.107.**

**Juvenile Curfew Ordinance Directory**

On Wednesday, May 9, 2007, the Houston City Council enacted changes to Juvenile Curfew ordinance. Effective immediately, it is unlawful for any minor under the age of 17 years to remain, walk, run, drive or ride about, in or upon any public place in the city between the hours of 11 p.m. on any Sunday, Monday, Tuesday, Wednesday or Thursday and 6 a.m. of the following day, or between the hours of 12 a.m. (midnight) and 6 a.m. on any Saturday or Friday, or between the hours of 9 a.m. and 2:30 p.m. on Monday, Tuesday, Wednesday, Thursday, or Friday. It is also unlawful for the parent or guardian having legal custody of a Minor under the age of 17 years of to knowingly allow the minor to be in violation of these curfew hours.

Reference: <http://www.houstontx.gov/police/juvenile/>

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Firma de Padre/Tutor)

(Fecha)

**Media Release 2025-2026**  
**(Comunicado de Prensa 2025-2026)****Photography and Videotaping for School Publicity and/or District Web Pages**  
(Fotografías y videograbación para la publicidad de la escuela o página de internet)

In a typical school year, there are numerous positive activities in the school which merit news coverage. Often the news media wants to include student pictures in their coverage. Please complete this form.

During the 2023-2024 school year, I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
parent/guardian (please print) student (please print)

Please check one of the following:

- ☐ **IDO** give permission for the above-named child to appear for school publicity purposes in photograph or video tape, or on District websites where the child can be easily recognized or identified.
- ☐ **IDO NOT** give permission for the above-named child to appear for school publicity purposes in photograph or video tape, or on District websites where the child can be easily recognized or identified.

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Durante el año escolar, existen numerosas actividades en la escuela que pueden ser cubiertas por los noticieros y muchas veces los noticieros quieren incluir fotografías de los estudiantes en sus reportajes. Por favor de completar este formulario.

Durante el año escolar 2023-2024, yo, \_\_\_\_\_ padre/guardián de \_\_\_\_\_  
padre/tutor (por favor letra de molde) estudiante (por favor letra de molde)

Por favor de marcar uno de los siguientes:

- ☐ **SI DOY** permiso al estudiante arriba mencionado de aparecer en publicidad escolar en fotografía o video o en la página de Internet.
- ☐ **NO DOY** permiso al estudiante arriba mencionado de aparecer en publicidad escolar en fotografía o video en la página de Internet.

Parent/Guardian Signature: \_\_\_\_\_

(Firma de Padre/Tutor)

Date: \_\_\_\_\_

(Fecha)

## **Network/Internet Agreement 2025-2026**

### **(Acuerdo Sobre el Uso de la Red/Internet 2025-2026)**

It is the responsibility of the administration to control access to data stored in the district's computer-based systems to maintain confidentiality where necessary, maintain integrity over the data and protect all computers and peripheral devices against unauthorized use. Only "authorized users" are given access to the district's-based systems. By signing this document, you will be designated as an authorized student user and must adhere to the following guidelines:

- A. Use Southwest Schools computer resources for official business only (as directed by your teacher)
- B. Never download any material onto a school computer without the direct consent of your teacher.
- C. Changing of any computer 'settings' is strictly prohibited.

A student suspecting computer security has been compromised will report such information to the Teacher or an Administrator immediately. Intentional misuse of data and/or computers can result in disciplinary action. This policy applies to all:

- A. Computer data created or maintained within the mainframe computers systems.
- B. Computer data created or maintained within a district-wide mini-computer system.
- C. Data stored on file servers and workstations within the district.
- D. District data stored outside data processing services.

By signing below, you acknowledge that you have received a copy of this notice, that you understand the responsibilities of authorized users, and further understand that intentional misuse of data and/or computers can result in disciplinary actions.

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Es la responsabilidad de la administración el controlar el acceso a los datos grabados en los sistemas de computadoras del distrito para mantener la confidencialidad donde sea necesario, mantener la integridad de los datos y proteger todas las computadoras y los dispositivos periféricos del uso desautorizado de estos. Solo los usuarios autorizados tendrán acceso a los sistemas de computación del distrito escolar. Al firmar este documento, será designado como estudiante-usuario autorizado y debe adherirse a las siguientes reglas:

- A. Utilizar las computadoras y sus recursos para asuntos oficiales solamente, como le indique el maestro.
- B. Nunca bajar ningún tipo de material a alguna computadora de la escuela sin consentimiento directo del maestro.
- C. Cambiar la configuración de cualquier computadora está estrictamente prohibido.

Cualquier estudiante que sospeche que la seguridad del sistema de computadoras ha sido comprometida debe reportar esa información al maestro(a) o administrador de la escuela inmediatamente. El uso malintencionado de los datos o las computadoras puede resultar en una acción disciplinaria. Esta política aplica a todo:

- A. Datos de computadoras creadas o mantenidas dentro del sistema de servidores de computadoras.
- B. Datos creados o mantenidos dentro del sistema de minicomputadoras del distrito escolar.
- C. Datos almacenados en archivos del servidor y estaciones de trabajo dentro del distrito escolar.
- D. Datos del distrito almacenados en servicios de procesamiento de datos externos del distrito.

Al firmar, usted reconoce que ha recibido una copia de este aviso, que entiende las responsabilidades de los usuarios autorizados y además entiende que el mal uso intencional de datos o computadoras puede resultar en acciones disciplinarias.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Firma de Padre/Tutor)

(Fecha)

## **PRIVACY CODE: STUDENT RECORDS, RIGHTS, AND RESPONSIBILITIES 2025-2026**

**Student Records:** State law requires the school district Southwest Schools to maintain an education record for each student attending its schools. These records contain identifying data pertaining to the student and may include information concerning demographics, grades, attendance, health, discipline, guidance, assessment, and appraisals.

**Access to Records:** In addition to Southwest Schools employees, who have a legitimate educational interest in a student's records, parents, guardians, and the student are the only persons who have access to student records maintained by the district.

Both parents—married, separated, or divorced—have access to a student's records until the student becomes 18 years of age and is no longer a dependent student under Section 152 of the Internal Revenue Code. A parent's right to access student records may be restricted by a court order. Legal guardians have the same rights of access as parents. Parents and students may review records during regular school hours by contacting their school principal.

After the student becomes eighteen and is no longer a dependent, only the student has access to his or her records. However, that student may consent to others having access.

Under certain restricted conditions, other individuals may review a student's records. These conditions include:

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student.
- Accrediting organizations
- State and local juvenile justice system authorities pursuant to state law
- Appropriate officials in cases of health and safety emergencies

Records may also be reviewed to comply with a judicial order or lawfully issued subpoena provided the parent and student received notice before compliance. No other persons are allowed to review a student's records without either permission of the parent or that of the student if over 18 years of age.

**Challenge to Content of a Record:** If a parent or a student over eighteen feels that the student record contains information which is misleading, incorrect, or a violation of the privacy or other rights of the student, that person may challenge the contents of the record in an informal hearing. To initiate this procedure, contact your school principal.

**Special Education Records:** The district maintains Special Education records for seven years after the last date of service and then destroys the records in accordance with state law. A "Notice of Destruction of Special Education Records" is published annually through the district's website ([www.swschools.org](http://www.swschools.org)) advising the parent or adult student how they may request a copy of the records before they are destroyed. It is important that the parent or adult student keep a copy of all Special Education records for use in later years.

**Complaints:** Parents or a student over the age of eighteen have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the district to comply with the provisions of the Family Education Rights and Privacy Act of 1974.



**PRIVACY CODE: STUDENT RECORDS, RIGHTS, AND RESPONSIBILITIES 2025-2026**

**Directory Information:** Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information for school-sponsored purposes. Directory information may include the following:

- Student name
- Address
- Telephone listing
- Date and place of birth
- Photograph
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic team
- Dates of attendance
- Awards received
- Most recent previous school attended by a student

**If you DO NOT want to release directory information regarding your child, please check the appropriate box on the Privacy Code Form below and return it to your child's school.**

**Military Recruitment/Higher Education:** Public Law 107-110 requires school districts receiving assistance under the No Child Left Behind Act of 2002 to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

**If you DO NOT want your child's directory information released to military recruiters or institutions of higher education without your specific, prior, written consent, check the appropriate box on the Privacy Code Form below and return it to your child's school.**

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**Privacy Code Form**

*Please check all boxes below that apply.*

\_\_\_\_\_ I have received the Notice of Student Rights and Responsibilities with Respect to Student Records Maintained by Southwest Schools.

\_\_\_\_\_ I request that Southwest Schools NOT release any directory information regarding my child, except as required by law.

\_\_\_\_\_ I request that Southwest Schools NOT release my child's name, address, and telephone number to a military recruiter or an institution of higher education, without my specific written approval.

Student's Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Students' School \_\_\_\_\_ Student's Grade \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Parent/Guardian Signature:

Date:

(Firma de Padre/Tutor)

(Fecha)



**Special Programs Questionnaire 2025-2026**  
**(Cuestionario de Programas Especiales 2025-2026)**

To provide continuity in your child's educational program, it is important that you make us aware of any special programs he/she may have received or participated in at previous schools. Please provide the following information to help us expedite your child's proper placement.

Para proporcionar continuidad en el programa educativo de su hijo, es importante que seamos conscientes de cualquier programa especial que él o ella haya recibido o participado en escuelas anteriores. Por favor proporcione la siguiente información así nos ayudara con la colocación apropiada de su hijo.

Student Name (Nombre del Estudiante): \_\_\_\_\_

Date of Birth (Fecha de Nacimiento): \_\_\_\_\_

My child previously received the following services (Mi hijo(a) recibió los siguientes servicios):

- ☐ Special Education (Educación Especial)
- ☐ Individual Education Plan - IEP (Plan Educativo Individual - IEP)
- ☐ Resource Program / Classes (Programa o Clases de Recursos)
- ☐ Speech Therapy (Terapia del Habla)
- ☐ 504 Plan and Accommodations (Plan y Acomodaciones de 504)
- ☐ RTI Interventions (Intervenciones de RTI)
- ☐ Bilingual Education (Educación Bilingüe)
- ☐ ESL

- ☐ My child has not participated in any special programs.  
(Mi hijo(a) no ha participado en ningún programa especial)

By typing YES, you agree that your electronic signature is the legal equivalent of your manual signature on this Application Form. (Al escribir si, estará aceptando que su firma electrónica es el equivalente legal a su firma manual en esta forma).

Type YES to agree \_\_\_\_\_

Escriba SI para aceptar \_\_\_\_\_



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## Home Language Survey

Student Name: \_\_\_\_\_ District Name: \_\_\_\_\_  
Student ID#: \_\_\_\_\_ Campus Name: \_\_\_\_\_

### HOME LANGUAGE SURVEY

19 TAC Chapter 89, Subchapter BB, §89.1215

(Home Language Survey only administered during **initial** enrollment in Texas public schools)

**To be completed by Parent or Guardian for students enrolling in Prekindergarten\* through grade 8 (or by students in grades 9-12).**

\* Prekindergarten includes any student enrolling in a 3- or 4-year-old school program.

#### Part One:

The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

#### Dear Parent or Guardian:

Please answer the questions below about the languages your child or family uses. If your responses indicate the use of a language other than English, the school will conduct a language proficiency assessment to determine how well your child communicates in English. This information will be used to determine any appropriate linguistic supports and inform instructional recommendations. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel.

This survey shall be kept in each student's permanent record folder. A copy of this survey shall follow the student while enrolled in any public or open enrolled charter school in Texas.



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## Part Two:

Please answer the questions to the best of your ability.

1. What language(s) is/are used in the child's home most of the time? \_\_\_\_\_
2. What language(s) does the child use most of the time? \_\_\_\_\_
3. If the child had a previous home setting, what language(s) was/were used for communication in that home setting? If no, previous home setting, answer Not Applicable (N/A). \_\_\_\_\_

☐ **By checking this box, I understand a request to correct an error to this Home Language Survey can only happen if:**

- 1) my child has not yet been assessed for English proficiency; and
- 2) corrections are made within two calendar weeks of my child's enrollment date.

**Note:** Please contact your school about the benefits of bilingual education services. The following resources may also provide information on program services that foster bilingualism.

- [Parent/ Guardian Rights](#)
- [Bilingual Education Program](#)
- [Program Information Videos](#)

Please visit the Emergent Bilingual Support Portal ([txel.org](http://txel.org)) for additional information.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student if Grades 9-12 \_\_\_\_\_ Date \_\_\_\_\_



# SOUTHWEST PUBLIC SCHOOLS

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## Texas Education Agency Texas Public School Student/Staff Ethnicity and Race Data Questionnaire

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race.  
*United States Federal Register (71 FR 44866)*

### **Part 1. Ethnicity:** Is the person Hispanic/Latino? *(Choose only one)*

- ☐ **Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ **NotHispanic/Latino**

### **Part 2. Race:** What is the person's race? *(Choose one or more)*

- ☐ **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- ☐ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Black or African American** - A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

\_\_\_\_\_  
Student/Staff Name (please print)

\_\_\_\_\_  
(Parent/Guardian)/(Staff) Signature

\_\_\_\_\_  
Student/Staff Identification Number

\_\_\_\_\_  
Date

This space reserved for Local school observer – upon completion and entering data in student software system, file this form in student's permanent folder.

Ethnicity – choose only one:

\_\_\_\_\_ Hispanic / Latino

\_\_\_\_\_ NotHispanic/Latino

Race – choose one or more:

\_\_\_\_\_ American Indian or Alaska

\_\_\_\_\_ Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ White

Observer signature:

Campus and Date:

**Texas Education Agency – March 2018**



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Complete and return one form to each school where you have a child enrolled. **Print using a pen.**

**\*CONFIDENTIAL\***

Southwest Charter School is required to collect the socioeconomic status of each student as a performance indicator for student achievement (TEC § 39 for Texas state requirements and ESEA §§1111 and 1116 for U.S. Department of Education requirements) and for use in disbursement of federal funds (ESEA §1113). This information is not shared with outside agencies.

**It is very important that families complete this socioeconomic form in order for schools to receive Title I and State Compensatory Education funding.** This funding will directly benefit your child's school. Title I and State Compensatory Education funding can be used to hire personnel, provide tutoring services, order technology, and provide professional development for teachers. We want to continue to provide these necessary learning supports, but without your assistance we may not be able to.

**STEP 1 (List all Southwest Charter School students in the household)**

Campus ECO Code: \_\_\_\_\_

For office use only

Student ID (office use only)	First Name	Last Name	MI	Date of Birth	School Name	Grade Level

**STEP 2**

Do you receive Supplemental Nutrition Assistance (SNAP)? ☐ YES ☐ NO ☐

Do you receive Temporary Assistance to Needy Families (TANF)? ☐ YES ☐ NO ☐

**If you answered YES on either of the above, skip Step 3 and continue to Step 4. If you answered NO on both of the above, you must complete Steps 3 and 4.**

**STEP 3 (Complete only if all answers in Step 2 are NO)**

How many total members are in the household (include all adults and children)? \_\_\_\_\_

TOTAL YEARLY INCOME BEFORE DEDUCTIONS OF **ALL** HOUSEHOLD MEMBERS \_\_\_\_\_

Include wages, salary, welfare payments, child support, alimony, pensions, Social Security, worker's compensation, unemployment, and all other sources of income (**before any type of deductions**)

**STEP 4 (Check one of the following two boxes as appropriate and sign below.)**

*In accordance with the provisions of the Protection of Pupil Rights Amendment (PPRA) no student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals information concerning income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior written consent of the adult student, parent or legal guardian.*

☐ I certify that all the information on this form is true. I understand the school will receive Federal funds and will be rated for accountability based on the information I provide.

☐ I choose not to provide this information. I understand that the school's disbursement of Federal funds and accountability may be affected by my choice.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date