

DAVID Y. IGE  
GOVERNOR



CATHERINE PAYNE  
CHAIRPERSON

STATE OF HAWAII  
**STATE PUBLIC CHARTER SCHOOL COMMISSION**  
**(‘AHA KULA HO‘ĀMANA)**  
1111 Bishop Street, Suite 516, Honolulu, Hawaii 96813  
Tel: (808) 586-3775 Fax: (808) 586-3776  
<http://www.chartercommission.hawaii.edu>

## RECOMMENDATION SHEET

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DATE: September 10, 2015

TO: Catherine Payne, Chairperson  
State Public Charter School Commission

FROM: Tom Hutton, Executive Director  
State Public Charter School Commission

AGENDA ITEM: Action on Connections Public Charter School’s Request to Amend the School’s Admission Policy to Allow for an Enrollment Preference for Educationally Disadvantaged Students

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### I. DESCRIPTION

Recommendation that the Commission approve the amended admission policy, including the admission application, of Connections Public Charter School (“Connections”) to allow for an enrollment preference, through a weighted lottery, for educationally disadvantaged students.

### II. POLICY CONTEXT

Admissions and enrollment are among the key distinguishing features of charter schools in Hawaii. Charter schools are schools of choice for families in the state, meaning that students may attend any charter school, regardless of the geographic area in which they reside. As public schools, charter schools are required to accept all applicants and not limit admission based on race, color, ethnicity, national origin, religion, gender, sexual orientation, income level, disability, level of proficiency in the English language, need for special education services, or academic or athletic ability.

Another distinguishing characteristic of charter school admissions is that charter schools are allowed to limit admissions if the number of applications into the charter school exceeds the capacity of the program, class, grade level, or building. If the number of applications exceeds the charter school’s

capacity, then the charter school is legally required to hold public lotteries for the available spaces and keep wait lists for enrollment.

While capacity issues may require charter schools to limit admissions, a third distinguishing factor for charter school admissions is that charters are able to provide enrollment preferences for specific students, such as current students and siblings of already enrolled students, as well as other enrollment preferences as approved by the Commission. Enrollment preferences for children of school employees and governing board members and preferences through weighted lotteries for students from specific geographic areas have already approved by the Commission.

The State Legislature, in the 2015 regular session, passed Act 114, which amended the governing charter school statute, Chapter 302D, Hawaii Revised Statutes (“HRS”), by allowing for an enrollment preference, through a weighted lottery, for educationally disadvantaged students.

According to the amended statute, educationally disadvantaged students are defined as “students who are economically disadvantaged, students with disabilities, migrant students, limited English proficient students, neglected or delinquent students, and homeless students.”

The statute further defines a weighted lottery as “any lottery that gives additional weight to individual students who are identified as part of a specified set of students but does not reserve or set aside seats for individual students or sets of students.”

### III. BACKGROUND

Beginning in the late fall of 2014, the Commission began to review and approve the admission policies and procedures, including application forms, of charter schools, as required by the Charter Contract. At its March 12, 2015 general business meeting, the Commission conditionally approved the admission policy of Connections. That approved admission policy is provided as **Exhibit 1**. The Commission’s conditional approval required the school to discontinue asking applicants about characteristics protected by anti-discrimination law that were not relevant to admissions decisions, and instead limit the gathering of that information to the post-admission, enrollment phase.

At the Connections governing board’s August 24, 2015 meeting, the board approved a new proposed policy for Commission approval to allow, in accordance with the new provision enacted in Act 114 of 2015, for an enrollment preference for educationally disadvantaged students. A letter from the school governing board, confirming the board’s request, is provided in **Exhibit 2** of this submittal.

The Performance and Accountability Committee was unable to take action on the school’s amended policy when the committee lost quorum at its August meeting. The school’s amended policy was presented to those Commissioners still in attendance. There were no questions or concerns regarding the school’s amended policy, and the school’s request was moved to the full Commission.

#### IV. DECISION MAKING STATEMENT

The Connections' governing board is requesting that the Commission approve its amended admissions policy and application, which would provide for: 1) an enrollment preference for educationally disadvantaged students; and 2) an amended application form.

The school's admission policy, which was previously approved conditionally by the Commission, would be amended by primarily adding in the enrollment preference for educationally disadvantaged students. The school has also amended the language in the policy which significantly clarifies its procedures. The proposed amended policy is provided in **Exhibit 2** of this submittal.

With the addition of the enrollment preference for educationally disadvantaged students, the governing board has determined that the hierarchy of enrollment preferences be as follows:

1. Educationally disadvantaged applicants;
2. Applicant sibling of a currently enrolled student; and
3. Applicant children of an employee of the school.

The proposed admission policy specifies that all students not already attending the school must participate in the lottery, which means that the school's enrollment preferences would be provided through a weighted lottery rather than reserving or setting aside seats. The policy further specifies that a maximum of three preferences can be assigned to an applicant, which means that an applicant could be eligible for all three enrollment preferences and would receive "three extra names in the hat" for the admission lottery.

In addition to the amended admission policy, Connections also submitted an amended application form. The amended form, provided in **Exhibit 2** of this submittal, is made up of separate forms for the admission process and the enrollment process, both of which forms are available from the school's website. To facilitate the school's enrollment preferences, the admission form includes an optional section that applicants would complete if eligible and interested in the enrollment preferences. The optional section asks families to self-identify whether the student falls into one of the three enrollment preference categories. The remainder of the form asks for standard identifying information and contact information.

The school's governing board intends to immediately implement the amended policy upon the Commission's approval and substitute the amended application form for the admission form currently provided on the school's website. Families of students who have already submitted applications for the school's October admission lottery will be invited retroactively to use the enrollment preference, should they choose. An email from the governing board confirming the board's intention is provided in **Exhibit 2** of this submittal.

V. RECOMMENDATION

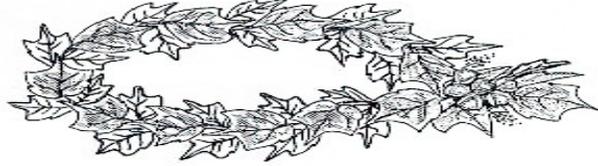
Commission staff recommends the Commission approve the amended admission policy of Connections which provides an enrollment preference, through a weighted lottery, for educationally disadvantaged students. This would make Connections the first Hawaii charter school to make use of the new statute and offer such an enrollment preference, and the staff commends the school for leading the way.

Proposed motion:

**Moved that the Commission approve the amended admission policy, including the admission application, of Connections Public Charter School to provide an enrollment preference, through a weighted lottery, for educationally disadvantaged students, commencing upon this approval for new application and applying retroactively to qualified students whose applications currently are pending and whose families will be contacted by the school and notified of the enrollment preference .**

**Exhibit 1**

**Connections Public Charter School Admissions Policy**



*'O'ohē pau ka 'ike i ka hālau hō'ohāki*

## **Connections Public Charter School**

*A Community, Business & Education Learning 'Ohana*

### **CONNECTIONS PUBLIC CHARTER SCHOOL GOVERNING BOARD ENROLLMENT POLICY**

In accordance with Act 130 or Hawai'i charter school law, effective beginning the 2013-2014 school year, Connections Public Charter School enrollment staff shall enroll students who have submitted enrollment applications, when space is available, by a random selection process.

Enrollment applications are submitted to the main office. When reviewed and determined to be complete, applications are forwarded to administration for acknowledgement signature. All applications are filed by student grade. If there is space in a grade for which there is an applicant, that application may be processed immediately.

Prior to the beginning of the school year, Connections' enrollment staff shall designate three lottery dates. Two weeks prior to those dates, public notice shall be made to notify the community of upcoming lottery selection. Applications submitted by those lottery dates shall be randomly and anonymously selected one by one, by a staff member and a staff witness, creating a "wait list" for that period, which shall be effective until the next lottery date. On the second and third lottery dates of that school year, the process shall be repeated, and a new "wait list" created. (Applications submitted after the lottery date will be added to the end of the "wait list" for that lottery period.) Applicants shall be notified of available spaces throughout that lottery period, according to their placement on the current "wait list".

*In accordance with Connections' Vision and Mission Statements, in order to foster a learning environment that encourages participation of 'ohana, preference shall be given to applicants who have a sibling currently enrolled, and to applicants who are children of currently employed staff, according to the date those applications were submitted.*

**STUDENT APPLICATION FORM**  
**INSTRUCTIONS: To apply please complete Page 1 ONLY**

Information Sess. | School Tour | MCK-Vento | Adm Policy

**FOR SCHOOL USE ONLY**

**STUDENT PERSONAL DATA**

Last Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 First Name: \_\_\_\_\_ **Applying for Kindergarten: \_\_\_\_\_ Or Grade: \_\_\_\_\_**  
*Must be 5 yrs. Old by July 31 for Kindergarten entry.*  
**If accepted for enrollment, parent must provide verification of date of birth.**  
 Middle Initial: \_\_\_\_\_ Lineage: (Jr, II, III, etc.) \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cellular Number: \_\_\_\_\_ Unlisted: Yes \_\_\_\_\_ No \_\_\_\_\_

Check one:  Homeless  Not Homeless  
 Residence (if not homeless):  
 Number \_\_\_\_\_ Street \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Mailing Address: (if different from home address)  
 Number \_\_\_\_\_ Street \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**PRESCHOOL EXPERIENCE**

**CURRENT SCHOOL ATTENDING**

Preschool Experience: Yes \_\_\_\_\_ No \_\_\_\_\_  
 If "Yes"-attended: \_\_\_\_\_ less than 6 months  
 \_\_\_\_\_ between 6 and 12 months  
 \_\_\_\_\_ more than 1 year

Name: \_\_\_\_\_  
 Current Grade: \_\_\_\_\_ Year: \_\_\_\_\_

**CITIZENSHIP**

Country of Birth: \_\_\_\_\_ If Country of Birth is other than US, give year of arrival: \_\_\_\_\_  
 US Citizenship: Yes \_\_\_\_\_ No \_\_\_\_\_ If not US Citizen, indicate status: Refugee \_\_\_\_\_ Immigrant \_\_\_\_\_ Non-Immigrant \_\_\_\_\_  
 Alien Number: \_\_\_\_\_

**PARENT/GUARDIAN CONTACT INFORMATION**

Check One:  Mr.  Mrs.  Ms.  Other (specify) \_\_\_\_\_ Relation: \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Name Employer's Name

\_\_\_\_\_  
 Home Phone # Cellular Phone # Work Phone # (include ext.) Email Address

\_\_\_\_\_  
 Address (if different from student's)

Custody of child: Yes \_\_\_\_\_ No \_\_\_\_\_ Child lives with this contact: Yes \_\_\_\_\_ No \_\_\_\_\_  
**If accepted for enrollment, parent must provide documentation of custody status if needed**

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Check One:  Mr.  Mrs.  Ms.  Other (specify) \_\_\_\_\_ Relation: \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Name Employer's Name

\_\_\_\_\_  
 Home Phone # Cellular Phone # Work Phone # (include ext.) Email Address

\_\_\_\_\_  
 Address (if different from student's)

Custody of child: Yes \_\_\_\_\_ No \_\_\_\_\_ Child lives with this contact: Yes \_\_\_\_\_ No \_\_\_\_\_  
**If accepted for enrollment, parent must provide documentation of custody status if needed**

**SCHOOL SUPPLEMENTARY INFORMATION - Other Children in Family**

Name	Age	Name	Age
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

**STOP! DO NOT COMPLETE PAGE 2 UNTIL NOTIFIED!**

School Name: **Connections PCS**

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

Notified via: \_\_\_\_\_

**STUDENT ENROLLMENT FORM**

Student ID No. \_\_\_\_\_

Proof of Age \_\_\_\_\_

Proof of Res. \_\_\_\_\_

Medical/TB \_\_\_\_\_

Name \_\_\_\_\_

Gender: M \_\_\_\_\_ F \_\_\_\_\_

**FOR SCHOOL USE ONLY**

**LANGUAGE INFORMATION (For Demographic Purposes Only)**

Language Codes: (Select a letter from the list and fill in the blanks below)

\_\_\_\_\_ Student's First Acquired Language

\_\_\_\_\_ Language Most Often Spoken at Home

\_\_\_\_\_ Language Most Often Used by Student

- A - English
- B - Cantonese
- C - Mandarin
- D - Ilocano
- E - Tagalog

- F - Cebuno/Visayan
- G - Hawaiian
- H - Japanese
- I - Korean
- J - Samoan

- K - Vietnamese
- M - Chuukese
- N - Pohnpeian
- O - Cambodian
- P - Chamorro

- Q - Fijian
- R - Hmong
- S - Lao
- T - Marshallese
- U - Pampango

- V - Pangasinan
- W - Portugese
- X - Spanish
- Y - Thai
- Z - Tongan

L - Other (Specify): \_\_\_\_\_

**ETHNICITY INFORMATION (For Demographic Purposes Only)**

Ethnicity Code: \_\_\_\_\_ (Select choices from the list below and fill in the blank(s) to the left)

- A - American Indian
- B - Black
- C - Chinese

- D - Filipino
- E - Hawaiian
- F - Part Hawaiian

- G - Japanese
- H - Korean
- I - Portuguese

- J - Hispanic
- K - Samoan
- L - White

M - Other (Specify): \_\_\_\_\_  
N - Indo-Chinese

**OTHER INFORMATION**

(Person to Notify In Case Of Emergency if First or Second Contact cannot be reached)

Check One: \_\_\_\_\_ Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_ Ms. \_\_\_\_\_ Other (specify) \_\_\_\_\_ Relation: \_\_\_\_\_

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Employer's Name \_\_\_\_\_

\_\_\_\_\_ Home Phone # \_\_\_\_\_ Cellular Phone # \_\_\_\_\_ Work Phone # (include ext.) \_\_\_\_\_ Email Address \_\_\_\_\_

**PRIOR SCHOOL ATTENDED**

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

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

**ADDITIONAL INFORMATION**

A. Does this student have a current IEP, 504, or related services? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, please describe and/or provide documentation.

B. Does student's father, mother, or guardian work for the Federal Government or work on Federal Property? Yes \_\_\_\_\_ No \_\_\_\_\_

C. Is student's father, mother, or guardian a member of the Armed Services, National Guard, or Reserves? Yes \_\_\_\_\_ No \_\_\_\_\_

D. Other (specify): \_\_\_\_\_

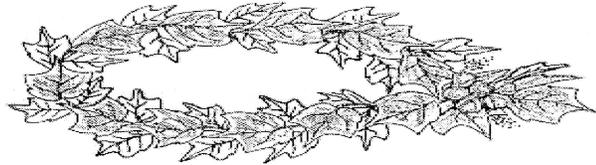
Parent/Legal Guardian Signature: \_\_\_\_\_

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

**FOR SCHOOL USE ONLY**

**Exhibit 2**

**Connections Public Charter School Request to Amend Admissions Policy  
and Proposed Amended Admission Policy and Application**



*'A'ole pau ka 'ike i ka hualau hio'okali*

**Connections Public Charter School**

*A Community, Business & Education Learning 'Ohana*

August 25, 2015

To Whom It May Concern:

This letter verifies that Connections' Governing Board met last night, August 24, 2015, and by consensus vote approved a motion to revise its Enrollment Policy as presented to the Hawaii State Charter School Commission's Performance and Accountability Committee.

Sincerely,

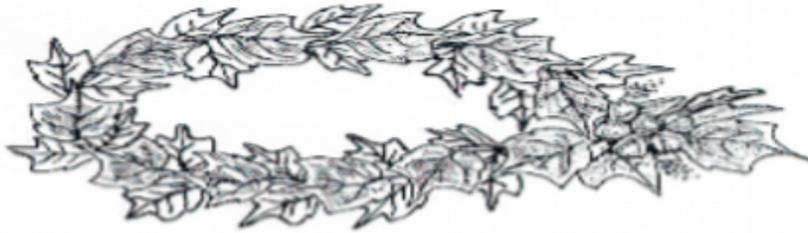
Heather J. McDaniel  
Secretary/Recorder  
Connections Public Charter School Governing Board

**From:** [HeatherMcDaniel](#)  
**To:** [Danny Vasconcellos](#); [John Thatcher](#); [Tierney McClary](#)  
**Cc:** [Heather McDaniel](#); [Sandy Kelley](#); [Eric Boyd](#); [Cathleen St. George](#)  
**Subject:** Re: Update from P&A Committee  
**Date:** Friday, August 28, 2015 11:28:44 AM

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As recorder of the minutes from Monday's Governing Board meeting, I can confirm that the GB intends to implement the amended policy, including offering the enrollment preference to current applicants.

To clarify, our enrollment process is ongoing, whenever there is a vacancy. October 23 will be the next lottery date, when we will reset the wait list of current applicants for grades that are full.



*'A'ole pau ka 'ike i ka hualau ho'okahi*

# **Connections Public Charter School**

*A Community, Business & Education Learning 'Ohana*

## **Enrollment Policy**

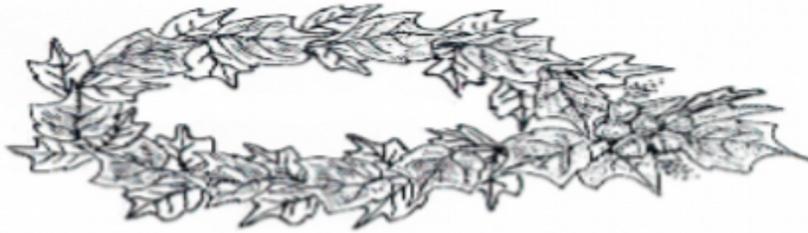
### **Overview**

Connections Public Charter School is committed to enrolling a diverse student population and shall abide by the provisions in Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act of 1965, as amended, Section 5201 – 5211; and Hawaii Revised Statutes (§302D-34) that forbid discrimination on the basis of race, color, ethnicity, national origin, religion, gender, sexual orientation, income level, disability, level of proficiency in the English language, need for special education services, or academic or athletic ability.

The school will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. Connections Public Charter School shall enroll eligible students who submit a timely application unless the number of applications exceeds the capacity of a class, grade level or building. In such cases, all applicants shall have a chance of being admitted through a random selection process and weighted lottery. Enrollment will also follow §302D-34 as amended by ACT 114 (2015) allowing the school to give an enrollment preference through a weighted lottery to educationally disadvantaged students: defined as students who are economically disadvantaged, students with disabilities, migrant students, limited English proficient students, neglected or delinquent students, and homeless students.

Applications will be accepted continuously each year to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a weighted, random public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. The drawing will continue until every name has been drawn and scheduled for enrollment or placed on a numerical waiting list. Parents will be notified of their child's acceptance. If an accepted applicant decides not to attend the school, the slot will be given to the next applicant on the waiting list.

Enrollment applications are submitted to the school's main office. When reviewed and determined to be complete, applications are forwarded to administration for acknowledgement signature. All applications are filed by student grade. If there is space in a grade for which there is an applicant, that application may be processed immediately. Prior to the beginning of the school year, Connections' enrollment staff shall designate three lottery dates. One week prior to those dates, public notice shall be made to notify the community of upcoming lottery selection. Applications submitted by those lottery dates shall be randomly and anonymously selected one by one, by a staff member and a staff witness, creating a "wait list" for that period,



*'A'ole pau ka 'ike i ka hualau hio'okahi*

# **Connections Public Charter School**

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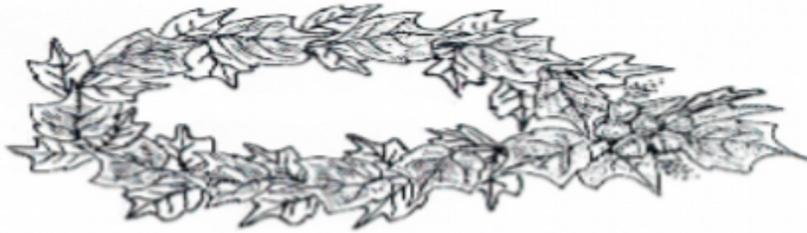
which shall be effective until the next lottery date. On the second and third lottery dates of that school year, the process shall be repeated, and a new "wait list" created (Applications submitted after the lottery date will be added to the end of the "wait list" for that lottery period). Applicants shall be notified of available spaces throughout that lottery period, according to their placement on the current "wait list".

The lottery will use weighted preferences for students whose application form indicates that they are educationally disadvantaged (students with disabilities, migrant students, limited English proficient students, neglected or delinquent students, and homeless students). In accordance with Connections' Vision and Mission to foster a learning environment that encourages participation of 'ohana, preference shall also be given to applicants who have a sibling currently enrolled, and to applicants who are children of currently employed staff, according to the date those applications were submitted.

## **Lottery Rules and Procedures**

### **Rules: General**

1. For the purposes of these rules, the following terms are defined below:
  - Lottery is for new students only. Students currently enrolled in the school will maintain their enrollment status and DO NOT participate in the lottery.
  - All references to dates are defined to mean the CLOSE OF BUSINESS on the date indicated.
  - Lottery refers to the process whereby all eligible applicants are assigned a random number and sorted, by grade, in order of the randomly assigned number.
2. All applicants (students not already attending school, including siblings of those already attending) participate in the lottery irrespective of preference status.
3. Only applications received prior to the end of the enrollment deadline are eligible to participate in the lottery.
4. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time. Those not responding (excludes declines) will be moved to a pool for the subsequent lottery.
5. A lottery shall be conducted by the school to include all grades in which the number of applicants exceeds the number of expected seats available. If the number of applicants is less than the number of seats anticipated to be available, no public lottery shall be conducted for that grade.



*'A'ole pau ka 'ike i ka hualau hio'okahi*

## **Connections Public Charter School**

*A Community, Business & Education Learning `Ohana*

6. **ALL** offers of registration shall be made in the order of the lottery results.

### **Rules: Preferences**

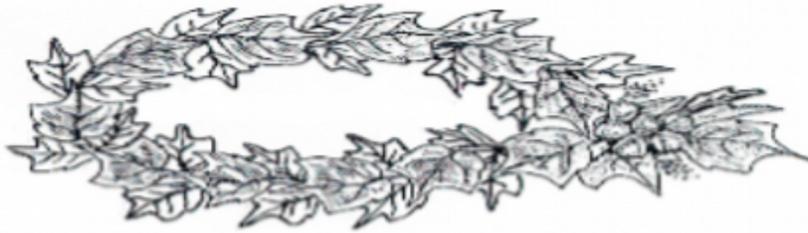
1. All preference categories shall be published prior to the lottery being conducted.
2. All applicants entitled to receive an initial placement preference shall be identified **PRIOR** to the lottery.
3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.
4. All preferences shall be considered in the following hierarchy with a maximum of three (3) preferences assigned to any applicant:
  - Educationally disadvantaged applicant.
  - Applicant sibling of a currently enrolled student.
  - Applicant children of an employee of the school.
5. Siblings who are applying for the first time will receive preference only if their siblings are currently enrolled in the school.

### **Process:**

Applications will be made available online through the school's website, and in paper form at the school's main office. Upon submission of an application the information is reviewed and weighted preference(s) assigned if applicable. Age requirements for kindergarten are verified. At each phase of the admission process the appropriate correspondence will be generated and communicated to each applicant family. The data will be monitored to determine the need for a lottery and wait lists. If there is an over subscription for any grade level a lottery will be conducted.

All accepted applicants will be provided with access to registration requirements. Documentation required by the school is collected for review and verification. The following items are generally required for all students:

- Authorization for request of cumulative folder
- Social security card (optional)
- Birth certificate
- Report card, transcript
- Current immunization/medical history



*'A'ole pau ka 'ike i ka hualau ho'okahi*

## **Connections Public Charter School**

*A Community, Business & Education Learning `Ohana*

### **Procedure:**

Once all current students are registered and classes have been assigned, maximum class size will be determined in accordance with applicable collective bargaining agreements. Applications are accepted on an ongoing basis and maintained on a waiting list. Communication with prospective students' families is generated as appropriate.

Prior to the School's opening, staff may host informative meetings. These meetings will not only focus on informing the community about Connections Public Charter School, but more specifically the meeting will provide direction for parents/guardians interested in enrolling their child(ren). Parents will be notified of acceptance to the school or assigned a lottery number (and applicable preferences) in the event that applications exceed capacity. If capacity is not reached, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order, until capacity is reached.

Each applicant selected in the lottery will be notified. Families will have an opportunity to affirm their plans for their child(ren)'s attendance at the school, by either accepting or declining the offer. If the applicant's family fails to respond, in either the affirmative or the negative, the offered seat will be rescinded and offered to the next applicant on the waiting list.

Should the applicant's family decide to accept the offered seat, additional required registration paperwork will need to be completed.

School Name: **CONNECTIONS PUBLIC CHARTER SCHOOL** Date application received: \_\_\_\_\_

**STUDENT APPLICATION FORM**  
**INSTRUCTIONS: To apply please complete Page 1 ONLY**

Information Sess. | School Tour | MCK-Vento | Adm Policy

**FOR SCHOOL USE ONLY**

**STUDENT PERSONAL DATA**

Last Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 First Name: \_\_\_\_\_ **Applying for Kindergarten:** \_\_\_\_\_ **Or Grade:** \_\_\_\_\_  
Must be 5 yrs. Old by July 31 for Kindergarten entry.  
 Middle Initial: \_\_\_\_\_ Lineage: (Jr, II, III, etc.) \_\_\_\_\_ **If accepted for enrollment, parent must provide verification of date of birth.**  
 Home Phone: \_\_\_\_\_ Cellular Number: \_\_\_\_\_ Unlisted: Yes \_\_\_\_\_ No \_\_\_\_\_

Residence: Number _____ Street _____ Apt. # _____ City _____ State _____ Zip code _____	Mailing Address: (if different from home address) Number _____ Street _____ Apt. # _____ City _____ State _____ Zip code _____
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**ADDITIONAL INFORMATION – PLEASE CHECK ALL THAT APPLY**  
**(OPTIONAL – used to determine status for weighted lottery)**

- Student is educationally disadvantaged (economically disadvantaged, has a disability, migrant, limited English proficiency, neglected, delinquent, and/or homeless).
- Student is a sibling of a currently enrolled student.
- Student is a child of an employee of Connections Public Charter School.

**PARENT/GUARDIAN CONTACT INFORMATION**

Check One: \_\_\_\_\_ Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_ Ms. \_\_\_\_\_ Other (specify) \_\_\_\_\_ Relation: \_\_\_\_\_

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Employer's Name \_\_\_\_\_

\_\_\_\_\_ Home Phone # \_\_\_\_\_ Cellular Phone # \_\_\_\_\_ Work Phone # (include ext.) \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_ Address (if different from student's)

Custody of child: Yes \_\_\_\_\_ No \_\_\_\_\_ Child lives with this contact: Yes \_\_\_\_\_ No \_\_\_\_\_  
**If accepted for enrollment, parent must provide documentation of custody status if needed**

Check One: \_\_\_\_\_ Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_ Ms. \_\_\_\_\_ Other (specify) \_\_\_\_\_ Relation: \_\_\_\_\_

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Employer's Name \_\_\_\_\_

\_\_\_\_\_ Home Phone # \_\_\_\_\_ Cellular Phone # \_\_\_\_\_ Work Phone # (include ext.) \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_ Address (if different from student's)

Custody of child: Yes \_\_\_\_\_ No \_\_\_\_\_ Child lives with this contact: Yes \_\_\_\_\_ No \_\_\_\_\_  
**If accepted for enrollment, parent must provide documentation of custody status if needed**

**STOP!**  
**DO NOT COMPLETE PAGE 2 UNTIL NOTIFIED**

**INSTRUCTIONS: *To be completed upon acceptance only*** EXHIBIT 2

School Name: **Connections PCS**

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

Notified via: \_\_\_\_\_

**STUDENT ENROLLMENT FORM**

Student ID No. \_\_\_\_\_ Proof of Age \_\_\_\_\_ Proof of Res. \_\_\_\_\_ Medical/TB \_\_\_\_\_

Name \_\_\_\_\_

Gender: M \_\_\_\_\_ F \_\_\_\_\_

**FOR SCHOOL USE ONLY**

**CITIZENSHIP**

Country of Birth: \_\_\_\_\_

If Country of Birth is other than US, give year of arrival: \_\_\_\_\_

US Citizenship: Yes \_\_\_\_\_ No \_\_\_\_\_

If not US Citizen, indicate status: Refugee \_\_\_\_\_ Immigrant \_\_\_\_\_ Non-Immigrant \_\_\_\_\_  
Alien Number: \_\_\_\_\_

**LANGUAGE INFORMATION (For Demographic Purposes Only)**

Language Codes: (Select a letter from the list and fill in the blanks below)

\_\_\_\_\_ Student's First Language Most Often \_\_\_\_\_ Language Most Often  
Acquired Language Spoken at Home Used by Student

- |               |                    |                |                 |                |                            |
|---------------|--------------------|----------------|-----------------|----------------|----------------------------|
| A - English   | F - Cebuno/Visayan | K - Vietnamese | Q - Fijian      | V - Pangasinan | L - Other (Specify): _____ |
| B - Cantonese | G - Hawaiian       | M - Chuukese   | R - Hmong       | W - Portugese  |                            |
| C - Mandarin  | H - Japanese       | N - Pohnpeian  | S - Lao         | X - Spanish    |                            |
| D - Ilocano   | I - Korean         | O - Cambodian  | T - Marshallese | Y - Thai       |                            |
| E - Tagalog   | J - Samoan         | P - Chamorro   | U - Pampango    | Z - Tongan     |                            |

**ETHNICITY INFORMATION (For Demographic Purposes Only)**

Ethnicity Code(s): \_\_\_\_\_ (Select choices from the list below and fill in the blank(s) to the left)

- |                     |                   |                |              |                            |
|---------------------|-------------------|----------------|--------------|----------------------------|
| A - American Indian | D - Filipino      | G - Japanese   | J - Hispanic | M - Other (Specify): _____ |
| B - Black           | E - Hawaiian      | H - Korean     | K - Samoan   | N - Indo-Chinese           |
| C - Chinese         | F - Part Hawaiian | I - Portuguese | L - White    |                            |

**SCHOOL SUPPLEMENTARY INFORMATION - Other Children in Family**

Name	Age	Name	Age
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

**OTHER INFORMATION**

(Person to Notify In Case Of Emergency if First or Second Contact cannot be reached)

Check One: \_\_\_\_\_ Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_ Ms. \_\_\_\_\_ Other (specify) \_\_\_\_\_ Relation: \_\_\_\_\_

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Employer's Name \_\_\_\_\_

\_\_\_\_\_ Home Phone # \_\_\_\_\_ Cellular Phone # \_\_\_\_\_ Work Phone # (include ext.) \_\_\_\_\_ Email Address \_\_\_\_\_

Does student's father, mother, or guardian work for the Federal Government or work on Federal Property? Yes \_\_\_\_\_ No \_\_\_\_\_

Is student's father, mother, or guardian a member of the Armed Services, National Guard, or Reserves? Yes \_\_\_\_\_ No \_\_\_\_\_

**PRESCHOOL EXPERIENCE**

Preschool Experience: \_\_\_\_\_ less than 6 months \_\_\_\_\_ between 6 and 12 months \_\_\_\_\_ more than 1 year

**CURRENT SCHOOL ATTENDING**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**SIGNATURES**

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

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