



# Heritage Academy Maricopa

*"Building America's Heroes, Together."*

## Enrollment Process at Heritage Academy

### APPLY

- Visit [www.HAMaricopa.com](http://www.HAMaricopa.com). Find the menu at the top and click on "Enroll".
- Click on "Apply Now" to be directed to SchoolMint. You will need to click "Sign Up" at the bottom of the page to set up an account with a username and password.
- Set up a family profile and you will be guided through the application. Please have the following documents prepared to upload. You may take a picture with your cell phone or scan and upload using a scanner and computer.
  - Completed Arizona Residency Form (can be downloaded from the application screen)
  - Copy of required residency documentation (Driver's License, bill, or rental agreement)
  - Immunization records
  - Birth certificate
- Once these documents have been submitted, you will receive an email from SchoolMint stating that everything has been received. Heritage Academy will then review the application.
- If the application was received during open enrollment in the month of January, the application will be entered into the lottery in February. Any applications received after January will be placed on a wait list until space becomes available in the requested grade.

## Registration Process at Heritage Academy

### ACCEPT OFFER

Once space becomes available, you will receive an email offering you a seat. At that time you will have 72 hours to accept the offer. After accepting the offer you will be prompted to complete the registration.

### REGISTER

At this time both parent and scholar will be required to electronically sign the agreements, the parent will give permissions, and documents will need to be uploaded.

- Completed and signed Home Language Survey (can be downloaded from the application screen)
- Most recent standardized test results (AZ Merit, AIMS, etc.)
- Attendance records from the previous school
- Complete transcripts/report cards
- Discipline records from the previous school (if there are none, an official notice from the school stating such)
- IEP and/or 504 plan if applicable

### PLACEMENT TESTING

For grades 7-9 placement testing will need to be taken. You will be contacted with directions on how to schedule placement testing when registration is complete.

### ORIENTATION

All scholars are required to attend orientation with a parent and the principal. You will be contacted with directions on how to schedule placement testing when registration is complete.

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