



# Heritage Academy Maricopa

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

## ENROLLMENT PROCESS AT HERITAGE ACADEMY

### STEP 1: APPLY

- VISIT [WWW.HAMARICOPA.COM](http://WWW.HAMARICOPA.COM)** - Find the menu at the top and click on "ENROLL".
- CLICK "APPLY NOW"** - to the right of the page set up an account with a username and password.
- SET UP A FAMILY PROFILE** - 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. **\*\*We highly recommend using the free app, camscanner, to take images from phone and upload as pdf. the app can also create multi-page documents.\*\***
  - COMPLETED ARIZONA RESIDENCY FORM** (CAN BE DOWNLOADED FROM THE APPLICATION SCREEN)
  - COPY OF REQUIRED RESIDENCY DOCUMENTATION** (DRIVER'S LICENSE, BILL, OR RENTAL AGREEMENT)
  - RELIABLE PROOF OF IDENTITY AND AGE SUCH A BIRTH CERTIFICATE OR PASSPORT**

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

### STEP 2: REGISTER

- ACCEPT OFFER** - Once space becomes available, you will receive an email offering you a seat. At that time you will have 48 hours to accept the offer. After accepting the offer you will be prompted to complete the registration.
- REGISTER** - You have 7 business days to complete this section. 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** (AVAILABLE ON 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** (OR AN OFFICIAL NOTICE STATING N/A)
  - IEP AND/OR 504 PLAN** (IF APPLICABLE)
  - IMMUNIZATION RECORDS**
- PLACEMENT TESTING** - For grades 6-9 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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