



# HERITAGE ACADEMY

*"Building America's Heroes, Together"*

## ENROLLMENT APPLICATION & REGISTRATION PROCESS

### APPLY

- VISIT [WWW.HERITAGEACADEMYAZ.COM/ENROLL](http://WWW.HERITAGEACADEMYAZ.COM/ENROLL)
- CLICK "APPLY NOW"
- CLICK "CREATE AN ACCOUNT" or "SIGN IN" - Select email and text messages for preferred communication.

Please have the following documents prepared to upload:

- \_\_\_ **COMPLETED ARIZONA RESIDENCY FORM** (can be downloaded in the application portal)
  - \_\_\_ **COPY OF REQUIRED RESIDENCY DOCUMENTATION\*** (driver's license, utility bill, rental agreement, etc.)
- \*Must match Residency Form document*

You may take a picture with your cell phone or scan and upload the documents using a scanner and computer. **\*\*We highly recommend using the free app, CamScanner, to take images from your smart device and upload as pdf. The app can also create multi-page documents.\*\***

Once submitted, Heritage Academy will verify the application and you will be notified if action is needed. If the application was received during open enrollment (**Nov 1<sup>st</sup> – Dec 31<sup>st</sup>**), it will be entered into the lottery in January. Any applications received after Dec 31<sup>st</sup> will be placed on a waitlist in the order received until space becomes available in the requested grade. Incomplete Applications will not be included in the lottery.

### REGISTER

- **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 SCHOLAR** – You have 7 business days (approx. 2 school weeks) to complete this section. Both parent and scholar will be required to electronically sign the agreements. The following documents will need to be uploaded.
  - \_\_\_ **PROOF OF AGE** (birth certificate or one item from the ARS 15-208 list)
  - \_\_\_ **COMPLETED AND SIGNED HOME LANGUAGE SURVEY** (document is available in the registration portal)
  - \_\_\_ **TRANSCRIPTS/REPORT CARDS**
  - \_\_\_ **ATTENDANCE RECORDS FROM THE PREVIOUS SCHOOL**
  - \_\_\_ **DISCIPLINE RECORDS FROM THE PREVIOUS SCHOOL** (if none, an official notice from the school)
  - \_\_\_ **IEP AND/OR 504 PLAN** (if applicable)
  - \_\_\_ **MOST RECENT STANDARDIZED TEST RESULTS** (AASA, AZMerit, ACT, AIMS, etc)
  - \_\_\_ **IMMUNIZATION RECORDS** (or personal beliefs exemption form)

Homeschooled: A signed dated letter detailing courses, grade level & proficiency, reason no test scores available, and state no discipline issues (or detailing any issues).

### ORIENTATION & PLACEMENT TESTING

- **PLACEMENT TESTING** – In order to place scholars in the appropriate level of math and English, a placement test is given to selective grades. Details to sign up will be available during registration if it applies to your scholar.
- **ORIENTATION** - All scholars are required to attend Orientation with a parent/guardian. Details to sign up will be available during registration.

### COURSE SELECTION (Grades 6-12)

- **COURSE SELECTION** – You will select classes once all steps are complete.