

**ENROLLMENT PROCEDURES**

The following forms are required to be completed and must be submitted to CCA in order to complete the enrollment process. All required fees must accompany the enrollment forms. Enrollment will be delayed if any forms are found to be missing or incomplete.

A. **REGISTRATION FORM** (gold paper)

This form is to be completed by all families regardless of the program option chosen.

B. **PERSONAL PROFILE QUESTIONNAIRE** (green paper)

This questionnaire must be completed by one or both parents. The purpose of the personal profile questionnaire is to afford the school board an opportunity to better acquaint them-selves with the perspective family.

C. **COURSE OF STUDY** (blue paper)

This form, required by the State of California, must be filled out for each child enrolled in CCA and will be filed at the school office.

D. **HEALTH EXAMINATION/IMMUNIZATION FORM** (blue card stock)

Health and Safety Code 324.2 and 323.5 states that all private schools must keep a health examination and immunization record on file for each child. If these are against your convictions, parents must sign the ***Waiver of Health Checkup for School Entry*** on the back of the blue card.

E. **PARENT'S EDUCATIONAL QUALIFICATIONS FORM** (pink paper)

The State of California requires that all private schools keep teacher qualifications on file. Parents should list anything that they feel qualifies them to teach their child. If anyone other than the parent will be teaching a course, a form must be filled out for each teacher. Call the school for more forms if needed.

F. **HOME LANGUAGE SURVEY FORM** (yellow paper)

**ENROLLMENT PROCEDURES** (Continued)

**G. ENRICHMENT PROGRAM FORM** (buff/cream paper)

This form needs to be completed regardless of the program option chosen. Parents who plan to participate in the weekly enrichment program, must complete the bottom portion of the form and submit it with the other enrollment forms. The activities director will need given the information.

**H. AUTHORIZATION FOR TRANSFER OF SCHOOL RECORDS** (Gray paper)

If a child is transferring to CCA from another school, this form will need to be completed and sent to the previous school and request the student's records (cum folder).

**Policy adopted:** January 14, 1999

**Revised:**