



# HARPER ACADEMY

---

## CHARTER SCHOOL

*"CENTER FOR TRANSFORMATION & SUCCESS"*

2016-2017 Enrollment Application Packet

**1215 N.E. 34<sup>TH</sup> STREET  
OKLAHOMA CITY, OK 73111  
405-605-2600 – O  
405-605-2644 – F**



*Thank you for your interest in Harper Academy! Harper Academy is a free public charter/alternative school. Please complete and/or provide the following information so that your student's application can be processed quickly. Harper Academy will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, or pregnancy. This nondiscrimination policy applies to admissions, employment, and access to Harper Academy programs and activities.*

# HARPER ACADEMY CHARTER SCHOOL

## 2016-2017 Enrollment Application Packet

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Social Sec. #: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ OKCPS Student ID #: \_\_\_\_\_ Applicant lives with: \_\_\_\_\_

Does the student have an IEP? \_\_\_ Yes \_\_\_ No If yes, have you included a copy of the latest plan? \_\_\_ Yes \_\_\_ No

RACE:

(Circle All That Apply) African American Caucasian Asian American Hispanic American Indian Multi-Racial

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Student's Cellular Phone #: \_\_\_\_\_ Sex: Male or Female

### PARENT/GUARDIAN INFORMATION

Parent/Guardian Name(s): \_\_\_\_\_ Relationship: \_\_\_\_\_

Address (if different from above) \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### EMERGENCY CONTACTS/APPROVED STUDENT PICK UP LIST (OTHER THAN PARENTS)

Name (1): \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Phone# (1): \_\_\_\_\_ Contact Phone (2): \_\_\_\_\_

The approved contact is allowed to pick the student up & check the student out from school? (circle one) YES or NO

Name (2): \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Phone# (1): \_\_\_\_\_ Contact Phone (2): \_\_\_\_\_

The approved contact is allowed to pick the student up & check the student out from school? (circle one) YES or NO

Name (3): \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Phone# (1): \_\_\_\_\_ Contact Phone (2): \_\_\_\_\_

The approved contact is allowed to pick the student up & check the student out from school? (circle one) YES or NO

### SCHOOL USE ONLY

Date Received: \_\_\_\_\_ Application #: \_\_\_\_\_ Orientation Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

**Oklahoma City Public Schools  
Alternative Education Referral Form**

Neighborhood School \_\_\_\_\_ Date of Referral \_\_\_\_\_

Student's Name \_\_\_\_\_ OKCPS ID Number \_\_\_\_\_

Address \_\_\_\_\_ Phone#: \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS#: \_\_\_\_\_ Age \_\_\_\_ Gender \_\_ M \_\_ F Current Grade \_\_\_\_

Race/Ethnicity \_\_\_\_ Caucasian \_\_\_\_ African American \_\_\_\_ Native American \_\_\_\_ Pacific Islander \_\_\_\_ Hispanic  
\_\_\_\_ Asian American \_\_\_\_ Multi Racial

Currently Suspended \_\_\_\_ Yes \_\_\_\_ No

Does the student have an IEP? __Yes __ No If yes, has a conference been held to change placement? __Y __ N
---

**Complete items below using the most recently completed semester of school attended**

Days present \_\_\_\_ Days absent \_\_\_\_ GPA \_\_\_\_\_ Days of In-school suspension \_\_\_\_ Days suspended \_\_\_\_

**Courses attempted during last semester of school and grades**

Course	Grade	Course	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Test Scores (ALL Oklahoma State Department of Education tests – End of Instruction and Core Referenced Tests must be provided with records)

Adjudicated \_\_\_\_ Yes \_\_\_\_ No/Do Not Know

If applicable, name of Probation Officer: \_\_\_\_\_

**Reason for Referral**

(Check One)      \_\_\_\_ Excessive absences                      \_\_\_\_ Academic deficiencies  
                         \_\_\_\_ Behavioral difficulties                      \_\_\_\_ Parenting Teen  
                         \_\_\_\_ Recovered dropout                              \_\_\_\_ Emotional/school adjustment  
                         \_\_\_\_ Other (explain) \_\_\_\_\_

Referred to: Harper Academy Alternative Charter High School

(Alternative Education Program)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator's Signature

\_\_\_\_\_  
Date

**DEPARTMENT OF HUMAN SERVICES INFORMATION/PROBATION INFORMATION: (if applicable)**

Probation Officer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

DHS Case Worker's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

**EDUCATIONAL INFORMATION:**

Has the student attended Harper Academy before? YES or NO If yes, last school year attended: \_\_\_\_\_

List the name of last high school attended: \_\_\_\_\_

Last day attended: \_\_\_\_\_ Last grade level completed: \_\_\_\_\_ Current grade level: \_\_\_\_\_

Please list all High Schools and the state that your student has ever attended: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

Dose the student applying have any siblings that currently attend Harper Academy? \_\_\_\_\_

Name of siblings: \_\_\_\_\_

**MEDICAL INFORMATION**

*If a student needs to bring any prescription(s) or over-the-counter medication(s) to school. The STATE LAW REQUIRES that they are in their original labeled container and a new MEDICATION FORM must be on file with the enrollment office each year.*

MEDICAL Information: Is the student in good health (no medical conditions)? YES NO... If no, complete..

Medical Condition(s): \_\_\_\_\_

Medications and dosages: \_\_\_\_\_

The student is ALLERGIC to: \_\_\_\_\_

Family Physician's name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

**Medical Information and Liability Statement**

I am providing insurance information on my child. I agree in case of an emergency, an ambulance should be called and medical care should be provided because of a life-threatening situation, while I am being contacted.

**Private Insurance Information:**

Name of Insurance Provider: \_\_\_\_\_ Group Number: \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Parent/Insured DOB: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Provider Phone number: \_\_\_\_\_

Does your student receive Medicaid Insurance \_\_\_ Yes or No \_\_\_ Medicaid Number: \_\_\_\_\_

Not Insured \_\_\_ Yes or No \_\_\_ I attest that \_\_\_\_\_ has no medical insurance.  
(Student's name)

Please check on the line if you'd like someone to send you information about signing up for Medicaid Insurance. \_\_\_\_\_

**Emergency Treatment Authorization:**

The purpose of this notice is to enable you to authorize the provision of emergency treatment for your child who may become ill or injured while under school authority, when you cannot be reached. When a principal or teacher is unable to reach you in the event that your child is injured in an accident or becomes seriously ill, EMSA may be called and the cost directed to you.

If both you and your spouse are employed, please list alternative emergency numbers.

I have read and understood this notice and give my consent to EMSA to be called and emergency medical to be given to my child if a medical emergency involving my child occurs while under school authority:

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

My child has the following health problems: \_\_\_\_\_

My child takes the following medication on a regular basis: \_\_\_\_\_

My child is allergic to the following medication: \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

.....  
**School Safety Liability:**

Statement 1

I release Harper Academy from liability if my child, \_\_\_\_\_ (*child's name*), is sent to the emergency room by ambulance during a health related crisis, if a student transported on the school bus or has a signed permission slip, by me, to participate in Harper Academy's athletic teams or other field trips.

\_\_\_\_\_  
**Parent/Guardian Signature:**

\_\_\_\_\_  
**Student Signature:**

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

Statement 2

I, (*parent*) \_\_\_\_\_ and (*student*) \_\_\_\_\_ hold Harper Academy, its agents and employees, harmless from and against all claims, damages, losses and expenses, including attorney fees arising out of or resulting from the activities conducted by Harper Academy caused in whole or in part by any negligent act or omission of Harper Academy, and subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable.

By signing below you acknowledge that your child has permission to attend school Activity/Field Trips provided by Harper Academy. I understand that if any information in this application is to change it's my responsibility as the parent/guardian to update the enrollment office of the changes.

\_\_\_\_\_  
**Parent/Guardian Signature:**

\_\_\_\_\_  
**Student Signature:**

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

**School Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**HARPER ACADEMY COUNSELING & THERAPY CONSENT FORM**

RULES AND AGREEMENT TO COMPLY

I, \_\_\_\_\_ (parent/guardian) authorize Harper Academy to provide counseling & therapy services (individual and group) for my child, \_\_\_\_\_ (student’s name) born on \_\_\_\_\_ (birth date).

I agree to be involved in the planning of services and in establishing the goals of the counseling program. The consent shall remain in effect, commencing on the date below and ending at the beginning of the next school year.

I understand that information regarding students and counseling services provided to them is of a very sensitive nature. Information from your child’s educational records may be shared with the counselor to assist in the planning of services. Information obtained from counseling will be kept strictly confidential and will not be discussed with anyone directly involved with the student’s care. In accordance with state and federal regulations reporting must be made, if a student presents a clear and present danger to self, communicates an explicit threat to kill or inflict serious bodily injury to others, or if a student reports abuse/neglect. No information is to be released, either verbally or in writing, without proper written authorization. Only duly authorized personnel of Harper Academy may give release of information.

I understand that I have received a copy of the counseling service program and consent to comply from the school’s application packet.

\_\_\_\_\_  
(Signature of Parent/Guardian) (Relationship) (Date)

\_\_\_\_\_  
(Student Signature) (Date)

**HARPER ACADEMY’S TRANSPORTATION SERVICES**

The safe, transportation, & well being of our students are top priorities for Harper Academy. In order to ensure the safety of the students, parents please make sure your student understands the policies and procures. The transportation service that Harper Academy will provide its students is Embark. Embark bus passes are provided for all students that sign up for transportation.

Harper Academy Bus rules:

- Hands and feet will be kept to yourself and inside bus windows at all times.
- Respect will be shown for the bus driver and other passengers at all times.
- Absolutely NO food or drink is allowed on the bus.
- Absolutely NO profanity is allowed on the bus.
- Absolutely NO throwing objects on the bus or out of the windows.
- No standing is allowed after the bus is moving.
- A complete set of transportation rules is listed on the following page.\*Infringement of these rules will be documented and could result in a loss of riding privileges.

I understand that I have received a copy of the transportation service information & rules and consent to comply.

\_\_\_\_\_  
**Student’s Name** (printed) **Student’s Signature** **Date**

\_\_\_\_\_  
**Parent’s Name** (printed) **Parent’s Signature** **Date**

## TECHNOLOGY USE AGREEMENT

**PLEASE READ THE FOLLOING POLICY CAREFULLY BEFORE SIGNING THIS DOCUMENT**

### TECHNOLOGY USE POLICY

**Harper Academy's** network and technology resources are designed for educational purposes only. **Harper Academy** has taken precautions to eliminate access to inappropriate subject matter; however, it is very difficult for any entity to restrict access to all controversial materials. Students may not access pornographic materials, certain violent materials, social networking sites such as MySpace, Facebook, Bevo, Twitter, YouTube, etc. or other unacceptable material. Any attempt to circumvent the school's security measures will result in disciplinary action. In the event of accidental access to objectionable material, the student must immediately notify a staff member or teacher.

Students are not allowed to download any software, files--including media and picture files, or programs of any kind to school computers without specific permission from a **Harper Academy** staff member. The intentional introduction of any kind of virus to the system is strictly prohibited. Violation of this policy may result in loss of network privileges and/or other disciplinary measures. All technology equipment shall be handled with the utmost care and respect. Failure to do so shall result in student's requirement to replace or repair the items.

### STUDENT AGREEMENT:

I have read and agree to abide by the Technology Use Policy of Harper Academy. I understand that a violation of this policy may result in loss of network privileges and/or other disciplinary actions. . I also will not intentionally destroy or steal any of the school's technology resources (*i.e.: IPOD's, laptops, IPAD's, MP3players, tablets or any other technology system used for educational purposes*).

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### PARENT / GUARDIAN AGREEMENT:

As the parent or guardian of the above student, I have read the terms and conditions for the Harper Academy Technology Use Policy.

I give permission for my child to be photographed or filmed in all Harper Academy's documentaries and student activities during the school year. I also give permission for my child's photograph to be published on the Harper Academy computer network resources or submitted to the news media or police station. Any materials such as student photographs, student work, artwork, or other projects published to the Harper Academy network or submitted to the news media will be identified appropriately.

\_\_\_\_\_  
Parent's Name (printed)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



**Harper Academy Charter School  
Internet Safety Policy**

The following is a contract between the student parent or guardian, and the school system. Please read carefully before signing.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a student I agree to the following terms and conditions:

- I will not use the Internet for transmission of any materials in violation any federal or state regulations. Transmission of copyrighted material threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.
- I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.
- I will not give my home address, location of my school phone number or any personal information about myself or and other student or school personnel to anyone via the Internet.
- I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and/or network (email, chat rooms, etc.).
- I will not use the Internet in a way that would disrupt the use of the network by others.
- I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.
- The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.
- If you discover any way to access unauthorized information or defeat any security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.
- These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.
- I understand access to the Internet through **Harper Academy Charter Schools** is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.

My instructor/school sponsor has explained the terms and conditions for using the Internet to me and I agree to abide by them

**Student's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

I have read the above forms and conditions and understand that violation of these can result in the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## STUDENT CODE OF CONDUCT

**Harper Academy** sets the highest of expectations for student behavior and school safety. We expect every student to come to school prepared to learn and ready to treat themselves and others with respect. Because we care about the physical and emotional safety of our students, inappropriate behaviors will not be tolerated and will result in disciplinary action.

- ✓ To treat myself, teachers, peers, and the school grounds with respect.
- ✓ To take responsibility for my own education by arriving at school on time, coming to class prepared and completing assignments & homework on time.
- ✓ To obey school & classroom rules set by Harper Academy.
- ✓ To refrain from using profanity in speech, personal conduct, and written language.
- ✓ To settle disputes with my peers respectfully and appropriately.
- ✓ To not endanger myself or others by bringing any form of weapon, lighters, drugs, alcohol, or tobacco products to the school grounds.
- ✓ To refrain from vandalizing or misusing any school property (i.e. books, computer's, furniture, bathrooms, etc...).
- ✓ To keep my hands, feet, and objects to myself at all times.
- ✓ To participate in physical education activities and to maintain a healthy lifestyle by avoiding harmful substances and behaviors.
- ✓ To not engage in any form of sexual harassment.
- ✓ To not participate in secret societies (i.e. gangs or occult activities) on school grounds or at school sponsored events.
- ✓ To strive to exhibit behaviors that earns the respect of teachers, peers, and parents.
- ✓ To follow the Harper Academy's Uniform Dress Code.
- ✓ To adhere to the Code of Conduct at all school sponsored events and activities whether during or outside the school day.
- ✓ I will attend all classes required of me: Lifeskills, Reading, Counseling, Core subjects and electives.
- ✓ I will never disrupt my learning process or the learning process of others.
- ✓ I will attend all individual and group counseling sessions required of me.
- ✓ To agree to participate in 20 hours of community service per academic year.

---

**Student's Name** (printed)

---

**Student's Signature**

---

**Date**

---

**Parent's Name** (printed)

---

**Parent's Signature**

---

**Date**

# PARENT PARTICIPATION AGREEMENT

I, \_\_\_\_\_ the parent/legal guardian of \_\_\_\_\_ wish to enroll my student in Harper Academy. I have read the material pertinent to the vision, philosophy and mission of the school. I agree and accept the information provided in these materials. With this in mind, I acknowledge that:

- ✓ I understand the objective is a complete student education with a focus on transformation & success.
- ✓ I choose this school for my child and agree to support my student as he/she pursues successful completion of the curriculum while attending this school.
- ✓ I also accept and agree to Student Code of Conduct put in place by Harper Academy.
- ✓ I understand that my child will be subject to the provisions of the Student Code of Conduct. I, not the school, is responsible for the behavior and actions of my child.
- ✓ I acknowledge that a violation of the code of conduct or other school rules or policies will be grounds for disciplinary action as well as possible dismissal from the Harper Academy.
- ✓ I agree & understand that in the event it is necessary for students to be sent home for disruptive behavior, I give my permission for my child to ride the City Bus if we cannot pick him/her up immediately.
- ✓ I will make sure my child adheres to Harper Academy's Uniform Dress Code, and I am prepared to pick him/her up from school if there is a violation.
- ✓ I understand the commitment that my student and I must make to attend school at Harper Academy.
- ✓ I agree to personally donate 20 hours of service per year to Harper Academy through participation in workdays, landscaping, donations, and other volunteer opportunities.
- ✓ I agree for my student to give 20 hours total service per year to the school and/or community.
- ✓ I agree to attend all Parent & Teacher conferences/meetings and any other meeting or celebration related to our child.
- ✓ I will make sure my child attends school everyday that school is in session at Harper Academy.
- ✓ I will make sure my child attends any after school programs that are assigned to him/her.
- ✓ I will allow my child to participate in all mentoring, tutoring and group or individual counseling sessions and programs.
- ✓ I will always help my child in the best way I know how and will do whatever it takes for him/her to learn. This also means that I will check my child's homework every night, let him/her call the teacher if there is a problem with the homework, and try to read with him/her every night.
- ✓ I agree to support the school in its policies and vision.

\_\_\_\_\_  
Parent's Name (printed)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# **KEEP AT HOME TO REFERENCE THE RULES – REMOVE FROM APPLICATION**

## **HARPER ACADEMY'S COUNSELING & THERAPY SERVICES RULES AND AGREEMENT TO COMPLY**

Harper Academy provides counseling services, group and individual. Counseling is a required component to the Harper's educational program. Parents and guardians, as well as staff, acknowledge that information regarding counseling services is of a very sensitive nature. Information from your child's educational records may be shared with the counselor to assist in the planning of services.

As a parent or guardian, you must agree to be involved in the planning of services and in establishing the goals of the counseling program. As a student, I agree to attend all assigned and participate in all assigned counseling services.

As I parent, guardian or student, I understand that in accordance with state and federal regulations, reporting must be made if a student presents a clear and present danger to self, communicates an explicit threat to kill or inflict serious bodily injury to others, or if a student reports abuse/neglect. Otherwise, no information is to be released, verbally or written, without proper written authorization.

### **Harper Academy's Transportation Services**

The safe, transportation, & well being of our students are top priorities for Harper Academy. In order to ensure the safety of the students, parents please make sure your student understands the policies and procures. The transportation service that Harper Academy will provide its students is Embark. Embark bus passes are provided for all students that sign up for transportation.

#### **Harper Academy Bus rules:**

Hands and feet will be kept to yourself and inside bus windows at all times.

Respect will be shown for the bus driver and other passengers at all times.

Absolutely **NO** food or drink is allowed on the bus.

Absolutely **NO** profanity is allowed on the bus.

Absolutely **NO** throwing objects on the bus or out of the windows.

No standing is allowed after the bus is moving.

A complete set of transportation rules is listed on the following page and requires agreement by signature.

\*Infringement of these rules will be documented and could result in a loss of riding privileges.

#### **Bus Routes:**

Transportation is provided for all grade levels by Embark, Contact Embark for your bus route, time, & stops. Remember that Embark bus passes are provided for all students that sign up for transportation.

#### **Transportation Contact:**

If you have any questions or concerns regarding Harper Academy's Transportation, please contact the school office at 405-605-2600. If you have questions about bus stops or times, please contact Embark at 405-235-7433.

#### **Additional Transportation guidelines:**

- It is the responsibility of the parent and student to have all students at the designated bus stop at the informed time.
- Embark bus drivers have the right, to deny transportation if a passenger is in violation of any policies or procedures.
- There will be NO smoking, use of profanity, acts of violence, at any designated school bus stop or Embark bus stop.

# HARPER ACADEMY CHARTER SCHOOL

*"CENTER FOR TRANSFORMATION & SUCCESS"*

## ENROLLMENT APPLICATION PROCEDURE & CHECKLIST

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Last) (First) (Middle)*

Current Grade Level: \_\_\_\_\_ OKCPS Student Id#: \_\_\_\_\_

**PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.  
BE SURE TO COMPLETE AND SIGN ALL FORMS!**

Harper Academy staff will not be able to accept or enroll a student until the enrollment process has been completed.

- All of the following checklist items must be submitted.
- All records from the student's previous school must be requested (transcripts, standardized testing scores, discipline records, etc.)
- Completed enrollment application received.

### Application Check List:

- \_\_\_\_\_ Shot Records
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Current Report Card
- \_\_\_\_\_ Transcripts
- \_\_\_\_\_ Discipline Records
- \_\_\_\_\_ IEP Documents (Individualized Education Plan)
- \_\_\_\_\_ OKCPS Transfer Approval (if out of district)
- \_\_\_\_\_ Copy of Parent/Guardian Photo ID
- \_\_\_\_\_ Copy of Utility Bill (OG&E, ONG, or City of OKC-Water bill)

*Grades, attendance & discipline records can be accessed from the student's previous school.*