Registration Packet
2026 – 2027

HIGHLAND PREP WEST

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Avondale, AZ 85323
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HIGHLAND PREP WEST

REGISTRATION CHECKLIST

In order to assist in the registration process the following items are requested to complete your child's student file:

- ❑ Student Registration Packet
- ❑ Home Language Survey
- ❑ Request for Release of Student Records Form
- ❑ Withdrawal Form (if applicable)
- ❑ Arizona Residency Documentation Form

The residency documentation received by the school will be maintained in accordance with the Arizona Department of Education guidelines and must be verified annually.
Parent(s) or legal guardian(s) that do not maintain their own residence must submit a notarized "Affidavit of Shared Residency." This form is available in our front office upon request.

- ❑ Immunization Record

*All students entering Arizona public schools are required to be immunized. If the student has a medical condition or personal belief that conflicts with this law, a waiver may be signed and presented prior to the student's first day of school. Immunization/Exemption documentation is required to attend school, but **is not** a requirement for enrollment.*

- ❑ Birth certificate or other proof of identity and age: A.R.S. 15-828

Within 30 days you must submit one of the following documents: A certified copy of the student's birth certificate; or Other reliable proof of the student's identity, including a baptismal certificate, an application for a social security number, or original school registration records. If documentation other than a certified copy of a birth certificate is provided, such documentation must be accompanied by an affidavit explaining the inability to provide a copy of the birth certificate; If a student is in the custody of the Department of Child Safety ("DCS"), a letter from the authorized representative of the agency certifying that the student has been legally placed in custody of the agency. HP carefully safeguards and maintains confidentiality regarding the status of children in DCS custody.

Optional Forms:

These documents are **not required for enrollment of your child, but necessary to ensure your child receives proper services.*

- ❑ ESEA Title I Eligibility Form
- ❑ Student Housing Questionnaire
- ❑ Academic Records (if applicable, unofficial transcript, most recent report card, etc are requested but not required)
- ❑ Disciplinary Records (from previous school are requested not required)
- ❑ Current IEP (if applicable)
- ❑ Custody Paperwork (if applicable)

Office Use Only:
Packet Received By _____ Date _____

SAIS ID #: _____

HIGHLAND PREP WEST

STUDENT INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME	GRADE LEVEL APPLYING FOR
			__9 __10 __11 __12

ETHNICITY: (Optional)	RACE: (Optional: Mark ONE or MORE of the following)	AGE:	STUDENT LIVES WITH:
☐ Hispanic/Latino ☐ NOT Hispanic/Latino	☐ American Indian/Alaska Native ☐ Black or African American ☐ Asian ☐ Hawaiian/Other Pacific Islander ☐ White	GENDER:	☐ BOTH PARENTS ☐ OTHER ☐ MOTHER ONLY ☐ FATHER ONLY

STUDENT DATE OF BIRTH (MM/DD/YYYY)	BIRTH CITY	BIRTH STATE	BIRTH COUNTRY
/ /			

PREVIOUS SCHOOL INFORMATION

NAME OF SCHOOL LAST ATTENDED	PREVIOUS SCHOOL INFORMATION (City, State, Zip if known)	WITHDRAWAL DATE (MM/DD/YYYY)
		/ /

PARENT/LEGAL GUARDIAN INFORMATION

PRIMARY CONTACT		SECONDARY CONTACT	
Last Name:	___OK to Pick-up	Last Name:	___OK to Pick-up
First Name:	___Legal Custody	First Name:	___Legal Custody
Relation:	___Lives with	Relation:	___Lives with
	___Receives Mail		___Receives Mail

HOME ADDRESS			HOME ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
MAILING ADDRESS (If Different From Above)			MAILING ADDRESS (If Different From Above)		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE

HOME PHONE [__] Check if Primary	WORK PHONE	HOME PHONE [__] Check if Primary	WORK PHONE
( )	( )	( )	( )
CELL PHONE [__] Check if Primary	EMPLOYER:	CELL PHONE [__] Check if Primary	EMPLOYER:
( )	OCCUPATION:	( )	OCCUPATION:
EMAIL ADDRESS		EMAIL ADDRESS	

PERSONS OTHER THAN PARENT WHO CAN ASSUME TEMPORARY RESPONSIBILITY IN CASE OF EMERGENCY

EMERGENCY CONTACT 1 NAME (Last, First) *AUTHORIZED TO PICK UP STUDENT*		EMERGENCY CONTACT 2 NAME (Last, First) *AUTHORIZED TO PICK UP STUDENT*	
HOME PHONE ( )	WORK PHONE ( )	HOME PHONE ( )	WORK PHONE ( )
CELL PHONE ( )	RELATIONSHIP TO STUDENT	CELL PHONE ( )	RELATIONSHIP TO STUDENT

STUDENT BACKGROUND

If parents are separated/divorced, who has legal custody? _____
(If "yes" a copy of the legal paperwork must be provided)

***Optional* Response to the below is used ONLY to provide continuity of services.**

Has your child received Special Services at any school? ___Yes ___No

☐ **Special Education/IEP** ☐ **504** ☐ **ELL or LEP**

Has your child ever been, or is in the process of being, expelled from another school?

___Yes ___No

HOME LANGUAGE SURVEY

1. What is the primary language used in the home REGARDLESS of the language spoken by the student?

_____

2. What is the language the student first acquired?

_____

3. What language is most often spoken by the student?

_____

TO THE BEST OF MY KNOWLEDGE THE INFORMATION I HAVE PROVIDED ON THIS FORM IS ACCURATE AND TRUE (FALSIFICAITON OF INFORMATION IS A CLASS 6 FELONY §ARS 13-2407).

X _____ _____

SIGNATURE OF PARENT/GUARDIAN **DATE**

THIS SECTION IS FOR OFFICE USE ONLY

☐ Proof of Birth Documentation Entered into SIS: ____/____/____ Entry Date: ____/____/____

☐ Proof of Residency Entered into SIS by: _____ Entry Code: _____ Withdrawal Date: ____/____/____ Code: _____

HIGHLAND PREP WEST

School Records - Birth certificate and Exception
A.R.S. 15-828

15-828. Birth certificate; school records; exception

A. On enrollment of a pupil for the first time in a particular school district or private school offering instruction to pupils in any kindergarten programs or grades one through twelve, that school or school district shall notify the person enrolling the pupil in writing that within thirty days the person must provide one of the following:

1. A certified copy of the pupil's birth certificate.

2. Other reliable proof of the pupil's identity and age, including the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.

3. A letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law.

B. If a child is instructed at home pursuant to section 15-802, the person who has custody of the child shall, within thirty days after the home instruction begins, provide to the county school superintendent of the county in which the child resides one of the following:

1. A certified copy of the child's birth certificate.

2. Other reliable proof of the child's identity and age, including the child's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.

3. A letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law.

C. On presentation of a document pursuant to this section, a photocopy of the document shall be placed in the pupil's file and the document that is presented shall be returned.

D. A pupil shall be enrolled in the school or school district, or the county school superintendent shall record the pupil's name, using the name that is printed on the birth certificate, other reliable proof of the pupil's identity, or letter from an agency having custody of the pupil provided pursuant to this section. This subsection does not prohibit a school or school district from calling a pupil by any name the pupil's parent or guardian wishes the pupil to be called.

E. On the failure of a person enrolling a pupil or instructing a child at home to comply with subsection A or B of this section, the school, school district or county school superintendent shall notify that person in writing that, unless the person complies within ten days, the case shall be referred to the local law enforcement agency for investigation. If compliance is not obtained within the ten-day period, the school, school district or county school superintendent shall refer the case to the local law enforcement agency.

F. The school, school district or county school superintendent shall immediately report to the local law enforcement agency any affidavit received pursuant to this section that appears to be inaccurate or suspicious in form or content.

G. Within ten school days after enrolling a transfer pupil from a private school or another school district, a school shall request directly from the pupil's previous school a certified copy of the pupil's record. Notwithstanding any financial debt owed by the pupil, any school requested to forward a copy of a transferring pupil's record to the new school shall comply and forward the record within ten school days after receipt of the request unless the record has been flagged pursuant to section 15-829. If the record has been flagged, the requested school shall not forward the copy and shall notify the local law enforcement agency of the request. School districts shall include in the educational records required by this subsection data collected pursuant to sections 15-741 and 15-766, as prescribed by the state board of education.

H. Any disclosure of educational records by the school district or charter school shall comply with the family educational rights and privacy act of 1974 (20 United States Code section 1232g).

I. This section does not apply to homeless pupils as defined in section 15-824, subsection C.

Arizona Department of Education

Office of English Language Acquisition Services

Home Language Survey

The responses to this Home Language Survey (HLS) are used by the school to provide the most appropriate instructional programs and services for the student. **The answers below will determine if a student will take the Arizona English Language Learner Assessment (AZELLA).** Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done **before** the student takes the AZELLA Placement Test.

1. **What language do people speak in the home *most* of the time?**

   _____

2. **What language does the student speak *most* of the time?**

   _____

3. **What language did the student *first* speak or understand?**

   _____

Student Name_____ District Student ID_____

Date of Birth_____ SSID_____

Parent/Guardian Signature_____ Date_____

District or Charter_____

School_____

Please provide a copy of the Home Language Survey to the EL Coordinator/Main Contact on site.

In AzEDS, please enter all three HLS responses.

These HLS questions are in compliance with Arizona Administrative Code (R7-2-306(B)(1),(2)(a-c). (Revised 05-2023)

HIGHLAND PREP WEST

CONSENT FOR MEDICAL/DENTAL EMERGENCY TREATMENT

In the event of a medical emergency, we will attempt to contact the primary guardian first and then the secondary guardian, both listed on the Enrollment Form. In some circumstances, it may be necessary to seek medical treatment before they can be reached. Your permission is needed for your child to receive emergency treatment should a medical emergency occur at school.

STUDENT NAME: _____ **Date of Birth:**_____

☐ **Yes, I give permission** for my child to receive emergency medical treatment by authorized pre-hospital personnel and members of the hospital staff, as may, in their professional judgment be necessary or in the best interest of my child. I hereby acknowledge that no guarantees have been made to me as to the effect of such examinations or treatment on the child's condition. I also acknowledge that I am responsible for all reasonable charges in connection with care and treatment rendered during this period.

Hospital Preference			
Medical Insurance Carrier		Policy #	
Family Physician Name		Phone #	
Dental Insurance Carrier		Policy #	
Family Dentist Name		Phone #	

☐ **No, I do not give permission** for my child to receive emergency medical treatment.

EMERGENCY CONTACT NAME AND PHONE NUMBER

Emergency Contact Name:	
Emergency Contact Phone Number:	

MEDICAL/ALLERGY INFORMATION

Please list any existing medical conditions:

Please list any known allergies:

Please use this space to explain any special procedures or requests:	

PRESCRIPTION MEDICATION

I understand that if my student needs prescription medication or anything other than the recommended dosage for over-the-counter medication, the following stipulations must be met:

1. Whether a prescription medication or an over-the-counter medication, the medication must come in the original container. The pharmaceutical label must be on the container of any prescription drug.
2. The parent must provide signed and written directions to the nurse regarding medication to be administered.
3. All medications shall be kept in the nurse's office. When necessary, provisions may be made for students to carry asthma inhalers when accompanied by a doctor's note.

Legal Guardian Signature		Date	

Homeless Education

Arizona Student Residency Questionnaire

Information contained on this form is confidential and used to determine whether a child or youth meets the definition of homeless under the McKinney-Vento Act. The Education for Homeless Children and Youth (EHCY) program as authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). Please note, false claims about living situations may affect enrollment.

Section A

Today's date: _____

Name of individual completing this form: _____

Your telephone number: _____ Your email address: _____

Student name: _____

Last school attended: _____ Current grade: _____ Birth date: _____

Do you have additional children attending school in our district? Yes ☐ No ☐

Do you have children of the preschool age? Yes ☐ No ☐

Please provide information about additional children attending school in our district or of preschool age.

Last Name	First Name	Grade	School	District

Address of where the student slept last night: _____

Is this address based on a temporary living arrangement due to the loss of housing? Yes ☐ No ☐
(Examples: sharing the housing with others due to economic hardship or similar reason; hotel/motel; shelter; transitional housing; car; park; campsite; and inadequate housing, including no running water, electricity, or adequate space)

NOTE: If you checked "No" to the temporary living arrangement, you may STOP here. If you checked "Yes", please continue to the next section.

Section B

Name of the parent/guardian/adult caring for the student: _____

Relationship to the student: _____

If the address you provided in section A is based on a temporary living arrangement, is it due to loss of housing or economic hardship? Yes ☐ No ☐

Please place an "X" in each box that best describes where the student sleeps at night.

☐ In a place that does not have windows, doors, running water, heat, electricity, or overcrowded

☐ Staying with a friend or relative because of loss of housing, economic hardship, or similar reason
(Example: eviction, foreclosure, fire, flood, lost job, divorce, domestic violence, kicked out by parents, ran away from home)

What date did you begin staying here? _____

☐ In a shelter/transitional housing program (name of agency): _____

What date did you begin staying here? _____

☐ In an unsheltered location (e.g. tent, vehicle, abandoned building, streets, campground, park, bus/train station, or similar place)
Provide the main cross streets of this unsheltered location: _____

☐ In a hotel/motel (name of hotel/motel & address) _____

What date did you begin staying here? _____

☐ With an adult that is not a parent or court appointed legal guardian

☐ Alone, not in the care of a parent or court appointed legal guardian

☐ None of the above (Please explain): _____

_____

The following signature certifies that the information provided above is accurate. False claims about living situations may affect enrollment.

_____ _____
Signature of Person Providing Information Date
Parent/Legal guardian/Caregiver/Student

For School Use Only

Please note, the student's cumulative file should not include a copy of this form. **Do not make copies of this form.** If Section B is filled out, please notify the LEA Homeless Education Liaison, and provide the original form to them.

Name of school site personnel who enrolled the student: _____

Please check the housing types that apply:

Sheltered ☐ Doubled-up ☐ Unsheltered/FEMA/Substandard ☐ Hotel/Motel ☐

Unaccompanied youth: Yes ☐ No ☐ Transportation to school of origin needed: Yes ☐ No ☐

Date received by Homeless Liaison

_____

Homeless Education

The Educational Rights of Homeless Children and Youths

z

The LEA/Charter District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

McKinney-Vento Definition of Homeless:

The term "homeless children and youth"— means individuals who lack a fixed, regular, and adequate nighttime residence ***[42 U.S.C. § 11434a(2)]***.

A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living in one of the following situations:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason,
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations,
- living in emergency or transitional shelters; or are abandoned in hospitals,
- have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
- is a migratory child who qualifies as homeless for the purposes of this subtitle because the children are living in circumstances described above.

To remove educational barriers for children and youths experiencing homelessness, the McKinney-Vento Act mandates the following: **Immediate Enrollment**: Documentation and immunization records cannot serve as a barrier to the enrollment in school [42 U.S.C. §11432(g)(3)(C)].

School Selection and Maintained Enrollment: McKinney Vento eligible students have a right to select from the options outlined below. Students may remain enrolled in their selected schools for the duration of homelessness, and until the end of the academic year upon which they are permanently housed or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is living are eligible to attend. [42 U.S.C. §11432(g)(3)(A), 42 U.S.C. §11432(g)(3)(B) and 42 U.S.C. §11432(g)(3)(I) (i)].

School of Origin	School of Residency
The school the student attended when permanently housed	The school in the attendance area in which the student currently resides
The school in which the student was last enrolled	

Transportation Services: McKinney-Vento eligible students attending their School of Origin have a right to transportation to and from the School of Origin [42 U.S.C. §11432(g)(1)(J)(iii)].

Participation in Programs: McKinney-Vento eligible students are guaranteed the right to services comparable to services offered to other students in the school [42 U.S.C. §11432(g)(4) & (6)(iii)].

Unaccompanied Youth Experiencing Homelessness: McKinney-Vento eligible students are guaranteed the right to immediate enrollment without proof of guardianship [42 U.S.C. §1432(g)(1)(H)(iv)].

Access to Extracurricular Activities: Removal of barriers to accessing academic and extracurricular activities for homeless students who meet relevant eligibility criteria [42 U.S.C. §11432(g)(1)(F)(iii)].

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district [42 U.S.C. §11432(g)(3)(E)].

Appointment of a Local Homeless Liaison: The McKinney-Vento Act mandates the appointment of a local Homeless Liaison in every school district or local education agency (LEA) to ensure that homeless children and youth are enrolled in and have a full and equal opportunity to succeed in school [42 U.S.C. §11432(g)(1)(J)(ii) and U.S.C. §11432(g)(6)(A)].

For more information, refer to Arizona Department of Education, Homeless Education, 42 USC CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youths, and the AZ State ESSA Plan. You may also contact:

LEA Homeless Liaison	State Homeless Education Program Coordinator
Highland Prep West 12235 W Van Buren St. Avondale, AZ 85323 623-274-2540 spozzi@highlandprepaz.org	Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ 85007 (602) 542-4963 Homeless@azed.gov

HIGHLAND PREP WEST

School Rules and Procedures

The following rules and procedures are enforced at Highland Prep West for the purpose of maintaining a safe and caring learning environment:

1. **Zero Tolerance for Fighting, Harassment, Threats and Intimidation.** Highland Prep West strictly enforces a zero-tolerance policy on any fighting, bullying, threats, or intimidation. This includes threats, intimidation, or the commission of acts of violence through any means, including online via any social media platform or through use of electronics. Highland Prep West strictly enforces a zero-tolerance policy on harassment of any kind, including harassment of a sexual nature.

2. **Zero-Tolerance for Gang Association and Gang Activity.** Highland Prep West strictly enforces a zero-tolerance policy on any type of gang association or gang activity. This includes hand gestures/signs, language, clothing, belt buckles, writing, numbers, color combinations, etc.

3. **Zero-Tolerance for Illegal Substances and Weapons.** Any involvement with the possession, use, or sale of any type of drug, alcohol, tobacco, spice, vape product, or other controlled substance will result in notification to the authorities and disciplinary action by the school. Weapons or any other dangerous items are not permitted on campus. Possession of a weapon or any other dangerous item may result in disciplinary action up to suspension and/or expulsion from the school.

4. **Zero-Tolerance for Theft.** Any kind of theft will not be tolerated on campus or in the school community. Theft is grounds for expulsion and criminal prosecution. Students should take precautions to keep their personal belongings on their person and secured, at all times, during the school day.

5. **Respect must be shown to teachers, staff members, other adults and students at all times.** Total respect is required at all times by everyone at Highland Prep West. This includes the use of respectful language, gestures, actions, and attitude. If a student anticipates a potential problem of any type, the student is expected to seek advice from a school administrator, or appropriate school personnel. This rule prohibits fighting, threats, and other acts of violence and vandalism whether in-person or perpetuated through social media. Additionally, the student will be held responsible for any damage or destruction she or he does to school property.

6. **Abuse of Staff.** In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of verbal or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the school administration. Defamation of school faculty, staff, and/or employees via social media or other platforms may be subject to school disciplinary action.

7. **Students must attend school and arrive promptly.** When arriving on campus, students should report immediately to the school courtyard. Students must attend school and complete all work required at a level that is acceptable by their teacher. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. §8-201. For more information, refer to the school attendance requirements.

8. **Telephone Calls/Wireless Communication Devices.** In accordance with House Bill 2484, school districts are required to adopt and enforce policies that limit the use of cell phones and social media during instructional time. Parent/guardians who need to communicate with their child must contact the Front Office. Students are prohibited from using wireless communication devices (personal or school issued) during the school day; including cell phones, headphones, AirPods/earbuds, smart watches, tablets, or any other device to listen to music, watch videos, play games, access social media platforms, etc. unless express permission is granted solely and situationally by the classroom teacher as part of the learning process. Exceptions may be provided for emergencies, medical reasons, or academic purposes at the discretion of the student's teacher. HPW is not responsible for lost, damaged, or stolen personal or school issued electronic items.

9. **Medicine at School.** The school office will not administer medicines and prescription drugs unless given permission and instructions by the parent/guardian of the student. In such cases, families will be referred to the School's Health Associate for receipt of medicines and prescription drugs. The Health Associate will oversee the dispensing of prescriptions to students on a day-to-day basis. If the student is required to take prescription medicine at school, please provide written instructions and the medicine in its original container to the school office. Any medications not picked up at the end of the school year will be destroyed.

10. **Personal Items and Electronic Devices.** To maintain a focused and distraction-free learning environment, personal items that do not serve an academic purpose are not allowed during class time. This includes, but is not limited to, stuffed animals, blankets, and other non-instructional items. Cell phones, headphones, and personal electronics must be stored in compliance with school policy and unused during instructional time. Items that disrupt learning or are misused during the school day will be confiscated, and disciplinary consequences may apply. **Highland Prep West is not responsible for any lost, stolen, or damaged personal property brought to campus.**

11. **Hacking Tools and Network Disruptions.** Use of Hotspots, VPNs, and/or Hacking Tools (i.e., *Flipper Zero*) on campus are forbidden. Any devices or software tools used without permission to scan the school's network for vulnerability, gain access to unauthorized or personal data, gain unauthorized access to devices, circumvent security, or disrupt the School's network in any way will result in disciplinary action and notification to local law enforcement.

12. **Backpacks.** Students are expected to assume full responsibility for the contents of their backpacks/bags; students are discouraged from bringing valuables to school. Backpacks/bags may be subject to random search.

13. **Academic Honesty.** Students are expected to complete their own work on any assignment. Any instance of cheating or plagiarism will be referred to school administration and will result in disciplinary action. Violations of the above or other activities considered inappropriate will result in a failing grade on the assignment and could lead to disciplinary action.

14. **Public Display of Affection (PDA).** The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate, intimate behaviors on campus or at school related activities. Students are expected to show good taste and conduct themselves as ladies and gentlemen at all times. Lewd and/or inappropriate displays of Public Affection such as kissing, touching, etc. will not be tolerated and will result in disciplinary action. **Disciplinary action taken will be determined on an individual basis and the severity of the offense**. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for appropriate behavior. Being overly affectionate in school is not in good taste and will not be allowed.

15. **Anti-Bullying Policy.** Highland Prep West maintains a zero-tolerance policy towards bullying, harassment, and intimidation. All students, faculty or parents/guardians should notify school administration immediately in the event of any incident of bullying, harassment, or intimidation. Any incident of bullying, harassment, and intimidation brought to the attention of school administration will be investigated and addressed. Any student found to bully, harass, or intimidate another student from the school will face disciplinary action, up to and including suspension or expulsion from Highland Prep West. (A.R.S. 15-841) Students who intentionally make a false report of bullying, harassment, or intimidation may also face disciplinary action.

16. **Cyberbullying Policy.** Cyberbullying of any kind shall not be tolerated whether on campus or off. Cyberbullying is the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging (IM), personal websites, social medias, deepfake media, and online personal pooling web sites, whether on or off school campus, to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. This includes cyberbullying of a sexual nature.

17**. The "Good Neighbor" Policy – Student conduct within the school community.** School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others while going to and from school. Failure to act as a good neighbor within the school community may result in disciplinary action.

18**. Alcohol and Drug Violations.** Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the school's "good neighbor" policy, will result in disciplinary action by school administration, notification of parents, and possible involvement of the authorities.

19**. Use & Possession of Tobacco or Vape on Campus.** Possession of tobacco products on the school campus, buildings, parking lots, playing fields, vehicles, and off campus school sponsored events is a petty criminal offense. Tobacco products include smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. snuff, twist), electronic cigarettes (e.g. vaping & vape juice, cartridges, batteries, etc.), cigarette papers and pipes. A person who violates this section IS GUILTY OF A PETTY OFFENSE AND A MAXIMUM FINE OF $300. (A.R.S. 36-798-03) Parents will be notified and students will be disciplined up to and including a formal hearing and long-term suspension recommendation.

20. **Anti-Hazing Policy.** Highland Prep West is committed to promoting healthy, safe, and balanced lifestyles. Student organizations and athletic teams can play a vital role in this process, and can provide transformative opportunities for friendship, leadership, personal growth and discovery. Hazing of any kind is antithetical to these goals; therefore, HPW prohibits hazing activities, whether by an individual or an organization. Refer to HPW's Anti-Hazing Policy on page 54 for more information.

21. **Field Trips.** Each grade will be provided opportunities for educational field trips throughout the school year. Field trips will be planned and requested by teachers and approved by the principal. Students must meet academic and/or behavior expectations to participate in field trips. When planned, permission slips and any information pertaining to the field trip will be sent home for parent/guardian signature. To ensure student safety, verbal permission will not be accepted.

22. **Off Campus Events.** Off-campus events, including field trips, academic competitions, interscholastic sports, etc., are considered an extension of the Highland Prep West campus and any violation at an off-campus event will be treated as if the violation occurred on campus.

23. **Student Visitors to School**. Our mission is to educate our students first and foremost. Having outside student visitors is potentially distracting to the normal operation of the classroom and poses a liability issue. Any person visiting the campus shall report to the Office. Visitor passes will be issued upon approval from the administration. The school will not be responsible for children who are not enrolled in our school and are left without parent/guardian supervision.

24. **After-School and Evening Activities.** While attending school or evening activities students will be expected to follow all school rules and regulations. A student must be in attendance at school for one-half day (2 periods) to participate in after-school and evening activities.

25. **Internet/Chromebook.** Students will adhere to the expectations and policies outlined in the *Internet and Chromebook Acceptable Use Policy*. Violation of the policy may result in disciplinary action.

26. **Internet/TI-84 Calculator.** Students will adhere to the expectations and policies outlined in the *TI-84 Calculator Agreement*. Violation of the policy may result in disciplinary action.

HIGHLAND PREP WEST

Expected Behaviors

The following student, parent/guardian, and staff expectations are set forth at Highland Prep West for the purpose of promoting a supportive and nurturing learning environment:

Student Expected Behaviors

1. To adhere to the student honor code and code of conduct.
2. To not be disruptive in class or during school activities.
3. To attend school punctually and regularly.
4. To bring a signed note from my parent/guardian to explain any absences or tardiness from school.
5. To accept and complete school assignments neatly and on time.
6. To be courteous, obedient and respectful to their fellow classmates and all school staff.
7. To take good care of all technology, schoolbooks, materials and equipment and agree to pay for any lost or damaged technology, books or equipment.
8. To accept and follow through with assigned consequences for misbehavior.
9. To not bring inappropriate items to school at any time.
10. To be trusted to maintain confidentiality about other students, parents/guardians and staff members.
11. To speak to their teachers about academic and/or social issues any time he/she needs help.
12. To take pride in the school's appearance and help keep the classrooms, common areas, and school grounds clean.
13. To not exhibit any aggressive physical/sexual behavior toward anyone.
14. To be helpful to other students and staff members.
15. To follow Highland Prep West's dress code.

Student Honor Code

I promise to be honest, trustworthy, and diligent in my studies, and to complete all work assignments neatly and on time.

I promise to behave appropriately in school, respecting the rights of others, treating them with the same courtesy that I expect for myself.

I will be respectful towards my teachers and all staff members, remembering always that they are here to assist me in becoming the best person I can be.

I promise to give all school letters to my parent/guardian on the day that I receive them, and to return them to my teacher the next school day with my parent/guardian's signature.

Parent Expected Behaviors

1. To assume legal responsibility for the behavior of my student as determined by law and community practice and to ensure that my student is familiar with the code of conduct and discipline policies.
2. To recognize and embrace my role as having a primary responsibility for the education of my child.
3. To teach my student self-discipline and to treat other students, parents/guardians, and staff members with respect.
4. To make sure my student attends school regularly and that the school receives notification of tardiness and reasons for absences, when child cannot attend.
5. To work to the best of her/his ability and to provide the necessary materials and a positive home learning environment for the child to succeed in school.
6. To assist my student in a daily reading routine at home.
7. To read and use information sent home by the school and use the school's website to keep informed of the academic topics to be introduced and studied in the classroom.
8. To check my student homework folder/agenda nightly.
9. To have my student prepared for school and arrive on time and picked up on time each day.

10. To make sure my student is dressed in the designated school dress code.
11. To provide for a healthy lunch each school day for my student.
12. To be responsible for timely payment of any fees (after school programs, school meals, athletics, field trips, etc.).
13. To provide the school with a current telephone number to be reached at during the school day and an email address for school communication.
14. To respond quickly to the school if contacted during the school day.
15. To contact staff or administration with any concerns of major life changes.
16. To obtain a visitors pass in the school office before going to my student classroom. (Visitors are required to be dressed appropriately.)
17. To give notice of at least 24 hours for appointments with teachers.
18. To maintain confidentiality about other students, parents/guardians and staff members.
19. To show consideration for the physical property of the school.
20. To attend all conferences scheduled with teachers and staff members.
21. To advise school staff members at least 1 week in advance of any future absences of my student.
22. To cooperate with teachers and staff members to develop strategies to benefit my student.
23. To ensure my student abides by the Student Expected Behaviors, Student Honor Code, and Code of Conduct.
24. To uphold and understanding that no one has the right to interfere with the learning of others regardless of background, race, gender or age and to uphold the understanding that no one has the right to impose physical or mental harm on another regardless of background, race, gender or age.
25. To thoroughly read the Family Handbook, Code of Conduct, Student Expected Behaviors, and Student Honor Code and sign the Parent/School Compact.

Staff Expected Behaviors

1. To ensure students are familiar with the code of conduct and discipline policies.
2. To recognize and embrace my role as having a primary responsibility for the education of our students.
3. To teach each student self-discipline and to treat other students, parents/guardians, and staff members with respect.
4. To model behavior in accordance with school rules and procedures.
5. To work with each student to the best of her/his ability and to provide the necessary materials and a positive learning environment for the child to succeed in school.
6. To show respect for students, parents/guardians, staff members, and school administration.
7. To send home information and use the school's website to keep parents/guardians informed of academic topics to be introduced and studied in the classroom (homework and assignments).
8. To be prepared for school and arrive on time for duty, staff meetings and any other obligations.
9. To make sure students are dressed in the designated school dress code.
10. To work as a team with students, parents/guardians, and staff members for the betterment of each child's education.
11. To maintain communication with school administration regarding any issues that may create difficulties whether it is personal or otherwise.
12. To communicate information about incidents on the day of the incident to the appropriate persons, be they parents/guardians, staff members, or school administration.
13. To let the school office know anytime they will be leaving campus during school hours.
14. To let the school administration know of possible absences, in writing and in a timely manner.
15. To inform at the earliest possible time any staff members that will be affected by my absence.
16. To respond to all e-mails and other correspondence within 24 hours.
17. To maintain strict confidentiality about students, parents/guardians and staff members.
18. To show respect and consideration for school property.
19. To dress in an appropriate and professional manner following the faculty & staff dress code.
20. To cooperate with Parents/Guardians, staff and administration to develop strategies to benefit each student.
21. To ensure students abide by Our Student's Expected Behaviors and Code of Honor.
22. To uphold and understand that no one has the right to interfere with the learning of others regardless of background, race, gender or age and to uphold the understanding that no one has the right to impose physical or mental harm on another regardless of background, race, gender or age.
23. To thoroughly read the Family Handbook, Code of Conduct, Student Expected Behaviors, Student Honor Code, and Parent Expected Behaviors.
24. To thoroughly read the Staff Handbook and sign the Staff Compact.

HIGHLAND PREP WEST

STUDENT / PARENT / SCHOOL COMPACT AND HANDBOOK ACKNOWLEDGEMENT

STUDENT COMPACT

I have read or have had read to me and understand the School Rules and Procedures, Student Expected Behaviors, Student Honor Code, and Code of Conduct.

Student Name (Print)	Student Signature	Date

PARENT COMPACT

I have read and understand the School Rules and Procedures, Student Expected Behaviors, Student Honor Code, Parent Expected Behaviors, and Code of Conduct.

Parent Name (Print)	Parent Signature	Date

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

I verify that I have thoroughly reviewed the Highland Prep West Student & Parent Handbook located at **www.MadisonHighlandPrep.org** with my student. My student and I understand the beliefs, guidelines and policies of Highland Prep West and will abide by the policies set forth within.

Student Name (Print)	Student Signature	Date
Parent Name (Print)	Parent Signature	Date

School
Administrator Signature: _____ Date: _____

Please return the entire Enrollment Packet to the school office.

HIGHLAND PREP WEST

Chromebook Acceptable Usage Policy

In order to meet the needs of our students, increase student achievement, and ensure Highland Prep West students are college and career ready, HPW has instituted a revised Internet and Chromebook Acceptable Use policy. Students will receive, and be required to use, an HPW issued Chromebook for school related purposes. This process provides enhanced network security and ensures seamless access to all necessary academic resources.

Issuance of an HPW device is a privilege which comes with responsibilities on both the student's and parent's part. Please find the terms and conditions for participation in HPW's Internet and Chromebook Acceptable Usage Policy. Your initials and signatures signify your understanding of, and agreement with the policy and the terms and conditions set forth.

Terms & Conditions:

For HPW Chromebook Users: Highland Prep West retains the sole right of possession of the device and related equipment. The device will be issued to students according to the guidelines set forth in this document. HPW retains the right to collect and/or inspect the device at any time and to alter, add, or delete installed software or hardware. The device may be collected at the end of the school year for inventory and maintenance purposes. Students should provide reasonable care for the equipment.

All students and parents must agree to the following Chromebook Checkout Agreement, and pay a damage deposit, prior to being issued their Chromebook. Students are bound to the conditions of the this agreement for the duration of their enrollment at HPW.

I, _____, understand that I will receive a Chromebook and power cord to use for school related purposes during my enrollment at HPW. It is my responsibility to return the Chromebook and power cord issued to me in the same condition that I received my final day of enrollment, unless requested earlier. I understand I will not be issued a Chromebook unless I complete the following:

(Parent [P] & Student [S]: Please initial all items below)

[P] ___ **[S]** ___ A $75 refundable deposit is due in order to be issued a Chromebook. The deposit will be used to help cover the cost of any damage to the Chromebook. In case of loss or theft HPW may use the deposit towards replacement of the Chromebook. The deposit will be waived in the event of economic hardship to the pupil. Any student who needs such waiver must contact the school Principal to receive the fee waiver consent form required. I understand I may be responsible should there be additional charges if the laptop or accessories are damaged, lost or stolen. Charges for any damage, loss, or theft will not be waived, even if the deposit is waived due to economic hardship. Approximate costs for common items are:

$25.00	Charger replacement / Hard Shell Protective Cover
$50.00	Screen replacement
$400.00	Device replacement (i.e., lost, stolen, or damaged)*

* Damage to the device other than listed above; including, but not limited to: Keyboards, trackpads, hinges, etc., cannot be repaired and will result in the cost of full device replacement.

HIGHLAND PREP WEST

[P] ___ **[S]** ___ Deposits will be refunded 10 days after return and inspection of HPW issued Chromebook and any equipment or software included in this agreement.

[P] ___ **[S]** ___ I understand the hard-shell case must be attached at all times and cannot be removed. Damaged cases must be replaced at the student's expense at any time deemed necessary by Highland Prep West. No markers, stickers, or any other material can be applied to the Chromebook itself, and doing so may result in being charged full device replacement ($400). Students may personalize the hard-shell; however, any personalization must be school appropriate. Administration reserves the right to require the student to remove a personalization to the hard-shell if it is deemed inappropriate. If the case is removed for servicing, the Chromebook must be free of any marks or materials.

[P] ___ **[S]** ___ All technology devices issued to students are owned by and are the property of the School. Technology devices are issued for educational use only, and use of a technology device for any purpose other than educational use may result in consequences, up to and including loss of device privileges or other consequences as allowed by the Student Code of Conduct

[P] ___ **[S]** ___ Students must password protect their assigned technology device. Students are expected to promptly provide the passwords to the system administrator upon request. Students are not to loan a technology device to other students or borrow a technology device from another student, or share passwords or user names with others.

[P] ___ **[S]** ___ I agree to immediately report theft or damage of any kind to the front office.

[P] ___ **[S]** ___ I understand in case of theft I may be charged a replacement to cover the cost of a new Chromebook and/or power cord (approximately $400).

[P] ___ **[S]** ___ I understand I will be responsible for covering the cost of repair to my Chromebook in the event of any damage.

[P] ___ **[S]** ___ I understand that the privilege of using the Chromebook may be revoked if:

- **[P]** ___ **[S]** ___ I do not use the approved Chromebook or exchange my Chromebook with another student
- **[P]** ___ **[S]** ___ I leave the Chromebook in an unsecured area including an unlocked locker or vehicle
- **[P]** ___ **[S]** ___ My laptop is maliciously damaged
- **[P]** ___ **[S]** ___ I damage another student's Chromebook
- **[P]** ___ **[S]** ___ I lend my Chromebook to anyone
- **[P]** ___ **[S]** ___ My Chromebook is involved in recurrent reckless activities
- **[P]** ___ **[S]** ___ I disregard HPW's *Internet and Chromebook Acceptable Use Policy*

HIGHLAND PREP WEST

[P] ___ [S] ___ I understand that I may use the Chromebook to connect to the Internet at home; however, my family is responsible for acquiring an Internet Service Provider.

[P] ___ [S] ___ I understand that no software, without permission of HPW administration (including games, music, video, etc.), will be downloaded or installed on the Chromebook except printer drivers and Internet Service Provider software as required for necessary academic resources. I also understand that I will NOT save anything to the hard drive.

[P] ___ [S] ___ I understand if I withdraw prior to the end of the school year I must return the device to HPW in the condition I received it before I receive any withdrawal paperwork.

[P] ___ [S] ___ I will not modify, decompile, disassemble, decrypt, or perform any action that would alter or damage the existing software or hardware. Software and hardware remain the property of Highland Prep West and the student shall not publish, distribute, or otherwise transfer or make available software or hardware to any other party.

[P] ___ [S] ___ I am responsible for providing my own storage media (i.e. USB, etc.) in order to save any file(s) I created or downloaded. I will not hold HPW liable for the misuse or deletion of any files I inadvertently saved to the hard drive nor for any items left inside any laptop component.

[P] ___ [S] ___ It is my responsibility to bring my Chromebook or personal device to school, fully charged, every day. I understand if I forget my device a replacement device will not be provided and I will be responsible for completing classwork, including notes, assignments, research, etc., through a secondary means (i.e. paper/pencil).

To be completed when HPW Chromebooks is issued:

Chromebook Serial No./Barcode No. _____ with power cord.

Student acknowledgement:

I, _____, accept full responsibility for usage of the device in and outside of the school setting and will abide by all expectations set forth in this policy.

_____	_____	_____
Student Printed Name	Student Signature	Date

Parent acknowledgement:

I, _____, accept full responsibility for supervision of, and when, my child's use of, the device is not in a school setting. I hereby give my permission to have my child use the HPW issued Chromebook. I have verified the Serial/Barcode Number and accept responsibility for the equipment listed above.

_____	_____	_____
Parent Printed Name	Parent Signature	Date

HIGHLAND PREP WEST

CONSENT FOR OFF CAMPUS ACTIVITIES

Please check the boxes of the items you would like to allow your student to participate in and sign below:

Yes No

☐ ☐ **Permission to Participate in Off-Campus Activities**

I give permission for my student to participate in school sponsored events during the school year. The school will take all reasonable precautions to insure against the possibility of accidents. I understand the school or the teacher in charge is not liable for accidents occurring to students either on school premises or while on school sponsored events as part of the school's activities.

Information concerning a specific school sponsored event, such as date, time of departure, destination, cost and means of transportation will be sent to the parent/guardian prior to each school sponsored event.

☐ ☐ **Permission to Release News Information**

There may be times during the school year when the school, Highland Prep West, news media or others wish to photograph or videotape your child at school for use in print, video, internet or other communications.

I give my permission to the school to provide information concerning school activities with my child to the general news media. I also give my permission for my student's name, portrait, picture or voice to be used for display or in promotional material in a variety of mediums.

☐ ☐ **Permission to Use Artwork**

There may be times during the school ear when the school, Highland Prep West, news media or others wish to use artwork created by your student at the school for use in print, video, internet or other communications.

I give my permission to the school to use artwork created by my student for promotional purposes in a variety of mediums.

_____

Student's Name (Please print)

_____ _____

Signature of Parent or Guardian Date

HIGHLAND PREP WEST

Physical Activities Acknowledgment and Assumption of Risk and Release

Participant's Name _____

Your son or daughter (the "Participant") will be participating in physical activities associated with Highland Prep West. Physical activities require each Participant's parent or guardian (and if the Participant is 18 years of age, the participant) to sign this Acknowledgment and Assumption of Risk and Release. By signing this document you:

(1) Acknowledge that injury may result from the Participant's participation in physical activities;

(2) Represent to Highland Prep West, and their affiliates, schools, officers, employees, and members that the Participant has no injury, illness or other medical condition that would prevent him/her from participating in physical activities or that would make it dangerous, harmful, or inadvisable for him/her to do so;

(3) Assume the risk of and release and hold Highland Prep West harmless from and against any and all liability for any physical or other injury or harm suffered by the Participant during or as a consequence of participating in physical activity; and

(4) Agree that neither Highland Prep West, nor the facility at which any game, practice or other activity is held, nor any other person involved in organizing or conducting the activity (including coaches, referees, and schools) shall have any liability or responsibility for any such injury or harm the Participant may suffer.

I have carefully read, understand, and hereby agree to the above, and acknowledge that this agreement shall be binding on me, my children, legal representatives, and assigns:

_____ _____

Signature of Parent or Guardian Date

_____ _____

Signature of Participant (if 18 years of age or older) Date

ESEA (Title I) Income Eligibility

The Arizona Department of Education provides the following FY 2025 Income Guidelines for determining eligibility information for federal funding associated with programs funded under the Elementary and Secondary Education Act (ESEA).

Is your family at or below the current income guidelines based on the attached **ESEA (Title I) Income Eligibility Guidelines** schedule?

Indicator 1 ☐ Indicator 2 ☐ No ☐

Definition of Income: all items such as wages and salaries before any deductions, and other income, such as self employment, welfare, social security, retirement benefits unemployment compensation, worker's compensation, Aid for Dependent Children, alimony, child support, pensions, insurance or annuity payments, etc.

If your family qualifies, please complete the following information for each child:

Child's Name	Name of School	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that all the above information is true and correct.

Parent/Guardian Signature _____Date: _____

These survey forms should be retained by the school or LEA and kept on file for a period of 5 years.

ESEA (Title I) INCOME Eligibility GUIDELINES

Effective from July 1, 2025 to June 30, 2026

Income Eligibility 1

HOW OFTEN INCOME WAS RECEIVED

Family Size:	Yearly	Monthly	2 x Month (Bi-Monthly)	Bi-Weekly (Every Two Weeks)	Weekly
1	20,345	1,696	848	783	392
2	27,495	2,292	1,146	1,058	529
3	34,645	2,888	1,444	1,333	667
4	41,795	3,483	1,742	1,608	804
5	48,945	4,079	2,040	1,883	942
6	56,095	4,675	2,338	2,158	1,079
7	63,245	5,271	2,636	2,433	1,217
8	70,395	5,867	2,934	2,708	1,354
Each Additional Member Add:	+7,150	+596	+298	+275	+138

Income Eligibility 2

HOW OFTEN INCOME WAS RECEIVED

Family Size:	Yearly	Monthly	2 x Month (Bi-Monthly)	Bi-Weekly (Every Two Weeks)	Weekly
1	28,953	2,413	1,114	1,114	557
2	39,128	3,261	1,897	1,505	753
3	49,303	4,109	2,288	1,897	949
4	59,478	4,957	2,679	2,288	1,144
5	69,653	5,805	3,071	2,679	1,340
6	79,828	6,653	3,327	3,071	1,536
7	90,003	7,501	3,751	3,462	1,731
8	100,178	8,349	4,175	3,853	1,927
Each Additional Member Add:	+10,175	+848	+424	+392	+196

Note:

If all income is received on the same schedule
Example: alimony = $100 / month & pension = $300 / month
DO NOT use conversion factors

If family reports income sources from more than one schedule
Example: alimony = $100 / month & pension = $300 / week
Income MUST be converted to yearly.

Yearly Income = Monthly	x 12
Yearly Income = Twice Per Month (Bi-Monthly)	x 24
Yearly Income = Every Two Weeks (Bi-Weekly)	x 26
Yearly Income = Week	x 52

DO NOT round the values resulting from each conversion

Updated March 2025

HIGHLAND PREP WEST

Request for Release of Student Records

Student Name: _____

Date of Birth: _____

Applying for Grade Level: _____

The parent or guardian who has signed below has been informed of this transfer request and grants permission for the below mentioned information to be sent. If this student is a special education student, please forward such records as well

Please send the following information:

- Birth Certificate (Or other reliable proof of the pupil's identity and age as allowed by A.R.S. §15-828)
- Immunization Records/Health Records/Hearing and Vision Screening Results
- Official Transcript
- Unofficial Transcript
- 8th Grade Diploma/Letter of Promotion
- Official Withdrawal Form & Grades to Date of Withdrawal
- Discipline & Attendance Records
- All Standardized Test Scores (AzM2, AzMERIT, AIMS, PSAT, AZELLA, etc.)
- Special Education Records: including IEP, MET, 504 Plan, Psychological Evaluation, Behavioral Plan, etc.
- Explanation of Grading/Credit System (Please indicate symbols designating honors or advanced classes)

List the three (3) schools the student last attended, with the most current school listed first.

I give permission to:

_____	_____	_____
(Name of last school)	(Name of previous school)	(Name of previous school)
_____	_____	_____
(Address)	(Address)	(Address)
_____	_____	_____
(City, State, Zip Code)	(City, State, Zip Code)	(City, State, Zip Code)
_____	_____	_____
School Phone and/or Email	School Phone and/or Email	School Phone and/or Email

_____

Signature of Parent/Guardian

_____

Date

State Law 15-828 Paragraph G States that NO SCHOOL SHALL WITHHOLD RECORDS DUE TO FINANCIAL DEBTS.
Federal Law 99.31 – No parent or signature required for education records to be sent to another educational agency.

Please Email Records to: HPWestRecords@HighlandPrepAZ.org

HIGHLAND PREP WEST

CUSTOMER SATISFACTION QUESTIONNAIRE

Thank you for your interest in Highland Prep West. We are committed to serving all our customers in a pleasant and courteous manner. Please take a few minutes to complete this brief questionnaire. This information will be used to monitor customer satisfaction and all responses will be kept confidential.

1. How did you hear about us?

❑ Newspaper ❑ Flyer ❑ Internet ❑ Friend or Relative

❑ Passed by Highland Prep West ❑ Postcard ❑ Enrollment Event

❑ Referral from other School: (School Name) _____

	YES	NO
2. If you called for information, was the call answered promptly and in a friendly and courteous manner?	❑	❑

With whom did you speak? _____

What date did you call? _____

3. When you came into the office to pick up an information packet and/or for your for your appointment were you greeted promptly in a friendly and courteous manner?	❑	❑

With whom did you speak? _____

What date did you come in? _____

4. Did you receive the information you requested within a reasonable amount of time?	❑	❑
5. Were all questions regarding the enrollment process and Highland Prep West answered to your satisfaction?	❑	❑

If the answer is no to any of the above questions, please explain:

_____

_____

_____

Do you have any suggestions for improving customer service and/or the registration process at Highland Prep West? Please list them below:

_____

_____

_____

Thank you for taking the time to complete this questionnaire. Your feedback is important to us.