ASTEC CHARTER SCHOOLS
Intent-To-Enroll CHECKLIST

Student Name:_____ **Incoming Grade Level:**_____

The following items must be completed and attached to the Intent-To-Enroll form. This Intent-To-Enroll will not be considered if all components are not completed and signed.

- ❑ Proof of residence in Oklahoma City (Copy of water, gas, electric bill, lease, mortgage statement or property tax record. Documentation must show parent's name)
- ❑ Parent/Guardian Acknowledgement Form (Included in this packet)
- ❑ Legal transfer (if you reside outside the Oklahoma City Public School district)
- ❑ Copy of student's official transcript/grades from previous year and current year along with standardized and last spring's state test scores
- ❑ Birth Certificate
- ❑ Two Confidential Teacher Recommendations from current school year (Included in this packet)
  (These must be from the most recent school year and core subjects are preferred: Math, English, Science, Social Studies. The teachers should mail/fax their recommendations directly to ASTEC Charter Schools. These recommendations are confidential.)
- ❑ Proof of up-to-date immunization records (requirements listed below)
- ❑ Copy of Individualized Educational Program and eligibility evaluation (If applicable)
  (If IEP is not disclosed, the Intent to Enroll form may be delayed)
- ❑ Interview complete

6th -- 12th
5 DTP/DTaP&Tdap booster
4 Polio/IPV/OPV
2 MMR
3 Hep B
2 Hep A
1 Varicella

FOR OFFICE USE ONLY				
Contact History				
Date:	Date:	Date:	Date:	Date:

ASTEC CHARTER SCHOOLS

Intent -To- Enroll

The Mission of the Advanced Science and Technology Education Charter (ASTEC) Schools is to be the leader in empowering and inspiring learners in reaching their highest potential.

Who We Are

We are college preparatory, fully accredited, public school of choice. We focus on math, science, and technology within a liberal arts curriculum. Our philosophies are based on Four C's; Content, Character, Community, and Competency.

What We Believe

1. Future generations of young people will be the stewards of our community, nation and world in increasingly complex and critical times
2. The present and future well being of our society requires an educated, involved, and caring citizenry with good moral character.
3. The character and conduct of our youth reflect the character and conduct of society; therefore, we have all the responsibility to teach, model and promote the development of strong character and moral decision-making.
4. Quality performance must be expected of all students, employees, and community.
5. Technology is a basic element of education.
6. An educational environment must exist which supports respect for oneself and others.
7. Understanding and valuing human diversity enriches individuals and society.
8. Constant change creates the need for lifelong learning.
9. High achievement will evolve from high expectations.
10. School should focus on learning and not clothing or status; therefore, we require uniforms.

Our Vision

To create state-of-the-art schools where learners understand, regardless of background or ability, when reaching for their highest potential they can experience peace, prosperity and personal accountability.

Our Curriculum

Hands On*Project-based*Experiential*Core Knowledge*Relevant*Liberal Arts*Integrated Across the Curriculum*Teaming*Authentic Assessment*Student Centered*Four C's: Content, Character, Competency and Community*Technology Used Daily Within Classes*Math, Science, and Technology Focus

ASTEC Charter School
2401 NW 23rd Street, Ste. 39A
Oklahoma City, Oklahoma 73107
www.astec-K12.com
Phone: 405-947-6273 *Fax 405-947-0035
Email: DeanofStudents@astec-k12.com
*405-947-6273 Si necesitan una explicacion en Espanol, por favor de llamar a

ASTEC CHARTER SCHOOLS

Intent-To-Enroll

ASTEC Charter Schools (ACS) does not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, mental or physical disability, age, ancestry, athletic performance, special need, and proficiency of the English language or academic achievement. Intent-To-Enroll packets are accepted year-round with open enrollment as space is available. The Headmaster has final approval of scholar admittance.

This Intent-To-Enroll Form is good for one year, provided the student maintains high academics, attendance and discipline standards. In the event that a student cannot maintain their standards, the transfer will be cancelled.

(Please Print Clearly)

STUDENT

_____ M___ F___

Last Name First Middle Birthdate Gender

_____

Street City Zip

_____ _____ _____

Home Telephone Primary Language Ethnic Background(Optional)

PARENTS/GUARDIANS

_____ Lives with Student? Yes__ No__

Mother's Name

_____

Street City Zip

_____ _____ _____

Cell Phone Number Work Telephone Number Email Address

_____ For Communication Purposes: Speaks &Understands English? Yes__ No__

Occupation

Highest Level of Education __Elementary __Secondary__Some Higher Ed. __Completed College

_____ Lives with Student? Yes__ No__

Father's Name

_____

Street City Zip

_____ _____ _____

Cell Phone Number Work Telephone Number Email Address

_____ For Communication Purposes: Speaks & Understands English? Yes__ No__

Occupation

Highest Level of Education __Elementary __Secondary__Some Higher Ed. __Completed College

Guardian's Name_____Lives with Student? Yes__ No___

_____

Street City Zip

_____ _____ _____

Cell Phone Number Work Telephone Number Email Address

_____ _____ Speaks & Understands English? Yes__No__

Occupation Relationship to Student

BROTHERS/SISTERS	Current Grade	Enrolled in ASTEC?	Applying to ASTEC
_____		Yes No	Yes No
_____		Yes No	Yes No
_____		Yes No	Yes No
_____		Yes No	Yes No

SCHOOL HISTORY

School where child currently attends: _____ Current Grade_____

# of years attended _____

Other schools where child has attended? _____

_____

Has student ever skipped a grade? __ Yes __ No Which grade and why?_____

Has student ever repeated a grade/ __Yes __ No Which grade and why?_____

DISCIPLINE/CONDUCT

Maintaining an effective learning environment is critical to ASTEC Charter Schools' success. Because we are a project-based school, it is necessary for students to be able and willing to work independently, conform to behavioral expectations, and work well with other students. Please answer the following questions regarding your child's behavioral and conduct history:

Does your child have a history of discipline problems at home? __ Yes __ No

Does your child have a history of discipline problems at school? __ Yes __ No

Has your child ever been suspended? __ Yes __ No

ASTEC Charter Schools

Parent/Guardian Acknowledgement Statement

Directions: Please read each section and check each item. Then provide your signature in the space provided. Note: Your signature implies understanding and acceptance of each individual policy.

Parents/Guardians of students accepted to ASTEC Charter Schools must support and agree to the following policy statements:

____ **Affirmation and Acknowledgement of the Mission**: The undersigned pledges support to the principal, faculty and staff in furthering the mission of the school. We, the ASTEC Charter School family, do affirm our mission to empower, motivate and inspire children to their highest potential in the Core Values of Content, Character, Competency and Community.

____ **Commitment of Involvement**: The undersigned acknowledges and affirms parental involvement in a child's education is that of primary teacher and that the role of parents/guardians in a child's education is to reinforce and assist the teacher in the academic tasks of the classroom as well as with assignments for outside the classroom. The undersigned pledges to participate in their child's/ward's education to the fullest extent expected by ASTEC Charter Schools.

____ **Commitment to Involvement In and Support of Student/Parent/Teacher (STP) Committee:** The parent/guardian understands that ASTEC Charter Schools relies on the active participation of all parents/guardians in the school association. Knowing this, the parent/guardian pledges that at the time of the student's official acceptance, he will sign up to either chair or actively work with at least one STP committee, and to make the mission of the committee a priority.

____ **Affirmation and Consent to Uniform Policy**: The undersigned pledges participation and cooperation of his/her child/ward in the wearing of a uniform at school in order to further the purposes of a safe and academic environment. The undersigned understands that his/her child/ward will be required to wear the approved uniform to school and that not being in full uniform could result in removal from a school for the day.

____ **Acknowledgment of Parental/Guardian Attendance Responsibilities**: The parent/guardian understands that ASTEC Charter Schools is a school of choice, and the parent/guardian must provide transportation for his/her student(s). The parent/guardian acknowledges that repeated tardies/absences will result in the removal of the student(s) from the school.

____ **Acknowledgement of Student Responsibility/Accountability**: The parent/guardian understands that all ASTEC Charter Schools students are held fully accountable for their actions. The first step in being accountable is taking responsibility. The parent/guardians acknowledge and pledge to support ACS in decisions related to accountability and responsibility. The parents/guardians also understand that this accountability can result in disciplinary action.

____ **Parent/Guardian Acknowledgement for the Transfer Application**: I hereby grant permission for my child/ward to apply for and attend (if accepted) ASTEC Charter Schools. I also give my permission for school officials to administer and report my student's achievement and aptitude test scores when required. I understand that all recommendations and test results will be maintained in confidence by all members of the Admission Committee and that this application will not be returned to the student or parents/guardians and will become the sole property of ASTEC Charter Schools. I understand that enrollment consideration is on a space available basis only. I will be notified of my child's/ward's admission status in writing.

____ **Acknowledgement of Gift Card for School Supplies:** There is an annual requirement per student at ASTEC to provide a $25 gift card from Office Depot (with it's receipt) that will cover all school supplies except for paper, pencils, and pens. The parent/guardian acknowledges that the gift card is due before their student's first day of school and pledges to make arrangements to have it before the deadline. *Waivers are available upon application.

____ **Acknowledgment of Activity Charge**: There is an annual activity charge per student at ASTEC. This is used to fund field trips, parties and other activities for ASTEC students. The parent/guardian acknowledges that these charges are due in full before their student's first day of school and pledges to make arrangements to pay before the deadline. Please note that a student is NOT officially enrolled and cannot start school until Activity Fee is paid in full or arrangements made. *Waivers are available upon application.

The schedule for payment is as follows:

- Through June 1 (Early Enrollment) - $30.00
- After June 1 - $35.00
- After July 1 - $40.00
- After August 1 - $45.00
- After August 31 - $50.00
- **THIS is *NON-REFUNDABLE***

Payment Arrangements are available. Financial waivers are available on a limited basis if requested in writing.

Name of Student (Please Print): _____

Signature of Parent/Legal Guardian: _____Date:_____

ASTEC Charter School

Parent Intent-To-Enroll Statements

(Parents must complete this form)

Please tell us about your child so that we may be able to assist him/her in succeeding in school.

Why do you want your child to attend ASTEC Charter Schools?

Will you make sure that your student reads 30 minutes each day? **YES** **NO**

Will you make sure that your student knows their current address and phone number before the first day of school? **YES** **NO**

NOTE: Students MUST write in cursive at ASTEC – Please have them practice at home.

ASTEC CHARTER SCHOOLS
Student Intent -To- Enroll Statements

(Student must complete this form independently)

Please tell us why you are applying to ASTEC Charter Schools.

What are your goals in life and what do you hope to become?

What are your interests? Painting? Music? Drawing? Athletics? Drama? Other? Please elaborate.

What do you think you are really good at doing?

What do you think causes you the most problems?

Do you know how to write in cursive? Yes No

Can you promise to read for 30 minutes each day? Yes No

NOTE: All students MUST know their address and phone numbers before the first day of school.

ASTEC Charter School

CONFIDENTIAL TEACHER RECOMMENDATION

Teacher must be from most recent school year. Core subject teacher recommendations are preferred.

To Teacher: Your insight and evaluation of the following student will be helpful as we consider this student's Intent-To-Enroll. The information you provide will be strictly confidential. Thank you for taking the time to complete this recommendation.

Please mail directly to: **ASTEC Charter Scho**
2401 NW 23rd, Ste. 39
Oklahoma City, Oklahoma 73107 **FAX: 405-947-0035**

Student's Name:_____ Grade Entering:_____

Academic Evaluation: *Please check appropriate ratings* (X)

Academic Potential	limited	fair	average	good	outstanding
Academic Achievement	considerably below expectations	somewhat below par	as expected	better than tests	far above expectations
Self-motivation	does very little	only that required	some desire to learn	well motivated	sets high goals
Study habits	poor	fair	good	excellent	
Follows directions	needs much explanation	occasionally needs help	quickly and correctly		
Intellectual curiosity	limited	occasional	strong		
Ability to concentrate	easily distracted	occasionally distracted	usually good	exceptionally good	
Ability to write	limited ideas and mechanics	fair ideas and good mechanics	good ideas fair mechanics	excellent ideas and mechanics	
Participation in discussion	rarely contributes	wants to dominate	contributes when called on	contributes occasionally	joins in readily
Ability to express ideas orally	limited	has some difficulty	good	exceptionally good	
Computational skill (math)	weak	average	strong		
Problem-solving ability (math)	Limited	average	strong		

Personal Evaluation: *Please check appropriate ratings (X)*

Maturity in terms of age and grade _____
Somewhat immature | normal | above average | very mature

Integrity and honesty _____
Needs improvement | usually trustworthy | highly developed

Consideration of others _____
Needs improvement | usually considerate | always considerate

Social adjustment with peers _____
Needs improvement | has occasional minor problems | very healthy

Involvement with school activities _____
Limited | considerable | outstanding

Independence _____
Rarely shown | occasionally initiates | frequently displays

Classroom conduct _____
Occasionally disrupt | usually good | always good

Emotional Stability _____
Insecure | overly tense | attention getter | stable

Sense of humor _____
Rarely laughs or smiles | normal | good | delightful

Self-confidence _____
Needs much reassurance | appears overly confident | needs some support | healthy self-image

Fulfills responsibilities _____
Sometimes | usually | always

Additional Comments:

Teacher's Signature_____ Date_____

Subject_____School _____

Address_____ Telephone _____

Thank you for taking the time to complete this recommendation.

ASTEC Charter School

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Subject_____School _____

Address_____ Telephone _____

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