



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.

- Name of Student's Last School Attended: _____ Phone Number: _____
- Is your child on an IEP or receiving special education services? YES or NO
- Is your child on a 504 plan? YES or NO If so, under what conditions? _____
- Birth Certificate:
- Up-to-date immunization records (requirements are listed below)
- Copy of Public Library Card or E-Card Register - (metrolibrary.org/about-us/account/registrtrion)
- Copy of Individualized Educational Program and eligibility evaluation (If applicable)
- 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 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 needed prior to school starting (ONLY if you reside outside the Oklahoma City Public School district)
- Paid Activity Charge? _____ Interview Completed? _____

| |
|--|
| 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: |
| | | | | |



ASTECHARTER SCHOOLS

Intent -To- Enroll

The Mission of the Advanced Science and Technology Education Charter (ASTECH) 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

ASTECH 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



ASTECHARTER 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)

Upcoming Grade _____

STUDENT

| | | | | |
|----------------|---|------------------|-----------------------|-----------------------|
| Last Name | First | Middle | Birthdate | M ___ F ___ Gender |
| Street | City | Zip | Student's Cell Number | |
| Home Telephone | Student's Social Security # (If Available) | Primary Language | Student's Race | |

PARENTS/GUARDIANS

| | | |
|---|-----------------------|---------------------------------------|
| Father's Name | Cell Phone Number | Email Address |
| Street (leave blank is same as above) | City | Zip |
| Father's Occupation | Work Telephone Number | Yes ___ No ___ Lives with Student? |
| Highest Level of Education ___ Elementary ___ Secondary ___ Some Higher Ed. ___ Completed College | | |
| Mother's Name | Cell Phone Number | Email Address |
| Street (leave blank is same as above) | City | Zip |
| Mother's Occupation | Work Telephone Number | Yes ___ No ___ Lives with Student? |
| Highest Level of Education ___ Elementary ___ Secondary ___ Some Higher Ed. ___ Completed College | | |

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 the child has attended? _____

Student on an IEP? _____

Student on a 504 Plan? _____

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

Has a 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

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 Schools 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 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. *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 (\$25.00 per semester)
- § **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: _____

A · S · T · E · C



ASTEC Charter Schools

Parent Intent-To-Enroll Statements

(Parents must complete this form)

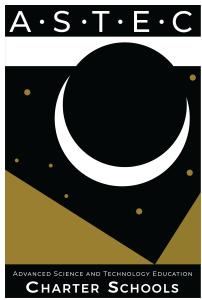
Please tell us about your child so that we may be able to assist him/her in succeeding in school.

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?

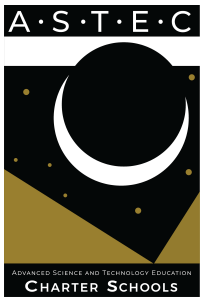
Do you know how to write in cursive?

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.



ASTE C Charter Schools

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 plan for programming and placement for this student. The information you provide will be strictly confidential. Thank you for taking the time to complete this recommendation.

Please mail directly to: **ASTE C Charter Schools**
 2401 NW 23rd, Ste. 39 A
 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 somewhat below as expected better far above

Self-motivation _____
 does very little only that required some desire to learn well motivate 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 and 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 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 _____

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 reassurance appears overly confident needs some support healthy self-image

Fulfills responsibilities _____

Sometimes usually always

| |
|-----------------------------|
| Additional Comments: |
| |
| |
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| |
| |

Teacher's Signature _____ Date _____

Subject _____ School _____

Address _____ Telephone _____