



HERITAGE ACADEMY

"Building America's Heroes, Together"

ENROLLMENT APPLICATION & REGISTRATION PROCESS

APPLY

- VISIT WWW.HERITAGEACADEMYAZ.COM/ENROLL
- CLICK "APPLY NOW"
- CLICK "CREATE AN ACCOUNT" or "SIGN IN"

Please have the following documents prepared to upload:

___ **COMPLETED ARIZONA RESIDENCY FORM** (can be downloaded in the application portal)

___ **COPY OF REQUIRED RESIDENCY DOCUMENTATION** (driver's license, utility bill, rental agreement, etc.)

You may take a picture with your cell phone or scan and upload the documents using a scanner and computer. **We highly recommend using the free app, CamScanner, to take images from your smart device and upload as pdf. The app can also create multi-page documents.**

Once the application is submitted, you will receive an email from SchoolMint stating that everything has been received. Heritage Academy will then review the application. If the application was received during the open enrollment period, the application will be entered into the lottery. Any applications received after the open enrollment period ends will be placed on a waitlist in the order they are received until space becomes available in the requested grade.

REGISTER

- ACCEPT OFFER** - Once space becomes available, you will receive an email offering you a seat. At that time, you will have 72 hours to accept the offer. After accepting the offer, you will be prompted to complete the registration.
- REGISTER SCHOLAR** – You have 7 business days (approx. 2 school weeks) to complete this section. Both parent and scholar will be required to electronically sign the agreements, the parent will give permissions, and documents will need to be uploaded.
 - ___ **PROOF OF AGE** (birth certificate or one item from the ARS 15-208 list)
 - ___ **COMPLETED AND SIGNED HOME LANGUAGE SURVEY** (document is available in the registration portal)
 - ___ **TRANSCRIPTS/REPORT CARDS**
 - ___ **ATTENDANCE RECORDS FROM THE PREVIOUS SCHOOL**
 - ___ **DISCIPLINE RECORDS FROM THE PREVIOUS SCHOOL** (if none, an official notice from the school)
 - ___ **IEP AND/OR 504 PLAN** (if applicable)
 - ___ **MOST RECENT STANDARDIZED TEST RESULTS** (AASA, AZMerit, ACT, AIMS, etc.)
 - ___ **IMMUNIZATION RECORDS** (or personal beliefs exemption form)

ORIENTATION & PLACEMENT TESTING

- PLACEMENT TESTING** – In order to place scholars in the appropriate level of math and English, a placement test is given to select grades. Details to sign up will be available during registration if it applies to your scholar.
- ORIENTATION** - All scholars are required to attend Orientation with a parent/guardian. Details to sign up will be available during registration.

COURSE SELECTION

- COURSE SELECTION** – You will select classes once all steps are complete.