

Young Women's College Preparatory Academy

Enrollment Checklist

Parent or legal guardian must be present.

PLEASE BRING COPIES ALREADY MADE AND READY TO HAND IN TO EXPEDITE THE ENROLLMENT PROCESS.

- STEM Entrance Agreement- signed
- YWCPA Campus Entrance Agreement- signed
- Enrollment form- completed
- Transportation Request Form- completed
- Special Program Survey (504/SPED/LEP) **Please bring copies of last ARD/504 meeting if applicable.*
- Proof of Residence- copy
- Parent Photo ID
- Falsification of Information Form- signed
- Statement of Residence- (Only if proof of address is NOT in the parent/guardian's name)
- Birth Certificate/Passport- copy
- Social Security Card- copy
- Immunization Record- copy
- High School- transcripts
- Middle School Last report card (*proof of any high school credit taken in middle school*) – copy

Proof of Residence Requirements

- **Proof of Residency must be furnished at the time of enrollment.**
 - Driver's license, State ID or Passport and ONE of the following:
 1. Copy of current utility bill (light, gas, or water ONLY) with your name AND physical address listed. We will not accept any other bill as proof.
 2. A copy of your current lease agreement if renting a house or apartment (Signed by management with address and residents' names listed)

**What if your name is not listed on any of the above documents?*

- **Shared Residency-** If you are not listed on the lease or utility bill and you share a residence with someone else, you must provide the following:
 - Photo identification of parent & zoned resident
 - Letter from the HISD-zoned resident with whom the family lives, stating how long the applicant has lived at that address.
 - The resident's **current** electric bill, natural gas bill, City of Houston water bill, or a valid lease agreement. (Utilities may be included in some lease agreements).
 - **Statement of Residency Affidavit** (*Notarization not required*)
 - **Falsification of Information form**
 - Parent must submit proof of residency in the form of an official, automobile insurance, cell phone bill or bank statement to be reviewed by principal or designee for acceptance.

ALL residency affidavits are subject to verification by campus/attendance staff and if falsification of information is determined, withdrawal is immediate in accordance with HISD Board Policy.

**Houston Independent School District
STEM Magnet Thematic Entrance Agreement, 2022-2023**

Student Name: _____ Student ID: _____

Expectations for the Student

Magnet Students should demonstrate commitment to the magnet theme by the completion of all assignments and course meetings as required. They will contribute to sustaining a school environment that promotes mutual respect and supports the success of others as outlined in the student code of conduct.

Expectations for the Family

Family engagement and partnership is required for the Magnet educational experience. Families are expected to be responsive to communication from the school regarding academic progress, attendance, and behavior.

Continuation Requirements

- Students will participate in a thematic based elective (i.e., Engineering, robotics, etc) and a minimum of two STEM related competitions per year
- Students must pass all required core Math and Science courses as well as campus specific STEM electives to stay on track

High School Specific requirements (All of the above including):

- All high school students must take a minimum of four years of Math and Science.

Students who do not meet program continuation requirements, are placed on an *HISD Magnet Growth Plan* for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee comprised of campus professionals and parent(s) will evaluate progress on this plan at the end of the specified time period. The growth plan is reviewed each grading cycle that it remains in place and is used to determine if the student should continue in the Magnet program the following school year. All Magnet transfers are for one year and may only be denied at the end of the year.

Please Note:

- Students cannot be placed in the regular educational program on the same campus where they have a Magnet transfer.
- All students are limited to a single transfer each school year.
- Should the child choose to leave the program voluntarily before the end of the school year, he or she may return only to their zoned campus. A voluntary exit form must be completed if a student withdraws from the program before the end of the year.

We agree to adhere to the program expectations and policies as outlined in this agreement. All signatures are required for this agreement to be active. Student signature is only required for students in grades 6 and above.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

Principal/ Designee: _____ Date: _____



Young Women's College Preparatory Academy

Campus Entrance Agreement

The mission of Young Women's College Preparatory Academy is to provide a nurturing environment for young women that encourages integrity, social responsibility and the self-confidence necessary to attend and graduate college and become powerful women leaders in the global community.

STUDENT EXPECTATIONS

Curricula

1. Enrollment in a math course each year of high school is required.
2. Enrollment in a science class each year of high school is required (including AP Biology, AP Chemistry, or AP Physics)
3. Two years of the same language other than English in high school is required.
4. Complete minimum numbers of service: 6th grade (six hours), 7th grade (seven hours), 8th grade (eight hours), 9th grade (nine hours), 10th grade (ten hours), 11th grade (eleven hours), and 12th grade (12 hours).
5. Understand that our program is a seven-year track to college. Commitment to this full journey is the key to success.

Requirements:

- Abide by the YWCPA Honor Code, Tardy, Cheating, Electronic devices, Power-Up, and Standard Uniform Dress Code policies.
- Honor the rules and accept the consequences listed in the YWCPA Student/Parent Handbook.
- Pass all courses with a 70% in order to participate in extra-curricular activities.
- Keep informed of all the YWCPA requirements and policies announced.
- Maintain satisfactory attendance and conduct in keeping with Houston Independent School District's policies.
- Pay for lost or destroyed property: i.e., school equipment, laptops, textbooks, and supplies.
- Behave maturely and respectfully, cooperating with teachers, staff, and visiting business professionals and community partners.

College Bound Curriculum:

- Obtain State of Texas ID card, Passport, or Texas Driver's License by the beginning of 11th grade.
- Middle school attend at least 2 out of 3 college opportunities.
- High school attend at least one career preparation experience with parent/guardian.
- Incoming 6th grade students expected to attend R.O.S.E. Camp in the summer provided by YWCPA
- 8th grade students expected to attend a summer enrichment camp provided by YWCPA.
- All high school students (9-11) are expected to attend summer enrichment camps or internships.
- All juniors (during the spring semester) are expected to take advantage of test prep (ACT/SAT) opportunities provided by YWCPA.
- All rising seniors must attend summer college readiness camp.

Failure to meet the stated expectations will result in placement of the student on probation, receipt of a conduct demerit (if applicable) and issuance of a growth plan for a probationary period. The student's parent/guardian will be notified by mail and a conference requested. If a student has not made reasonable progress, she must return to her zoned school at the end of the school year.

I understand the commitment my child and I have made. I support her efforts in attending Young Women's College Preparatory Academy. I understand that it is my responsibility to make sure my daughter arrives no later than 8:30 am daily and must be picked up by 4:30 pm daily. *There is no adult supervision before 8:00 am and after 4:30 pm. Transportation is available by request for all IN-DISTRICT students who resides TWO OR MORE miles away from YWCPA.*

It is strongly recommended that students maintain 80% or higher in each content area if students expect to graduate with GPAs favored by colleges and universities.

Parent/Guardian Signature: _____	Date: _____
Student Signature: _____	Date: _____

Houston Independent School District

Enrollment Information

20__ - 20__

Homeroom Teacher:

Has student ever attended an HISD School? <input type="checkbox"/> Yes <input type="checkbox"/> No		Last School/Daycare Attended			
HISD Student ID	Date of Enrollment	Date of Birth		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Grade
Legal Student Last Name	First Name	Middle Name	Generation (Jr., III, etc.)	Student SS# / State All. #	
Student Birthplace: <small>City, State, Country</small>	Year Started School in US	Student Lives with		<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other <input type="checkbox"/> Both Parents	
Federal Student Ethnicity (Select One) <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	Student Race (Select all that apply) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander		<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American <input type="checkbox"/> White	
Student Address Street Number Street Name Apartment City State Zip County	Home Phone				
Student Cell Phone			Student e-mail Address		
<small>Texas Education Code §25.002(f) requires the school district to record the name, address, and birth date of the person enrolling a child.</small>					
Contact #1 Name (Last, First)	Relationship	Street Number	Street Name	Apartment	City State Zip
Employer	Occupation	Home Phone	Work Phone	Cell Phone	
Preferred Language <input type="checkbox"/> English <input type="checkbox"/> Spanish	<input type="checkbox"/> Vietnamese <input type="checkbox"/> Other	Translator Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		e-mail Address	
Contact #2 Name (Last, First)	Relationship	Street Number	Street Name	Apartment	City State Zip
Employer	Occupation	Home Phone	Work Phone	Cell Phone	
Preferred Language <input type="checkbox"/> English <input type="checkbox"/> Spanish	<input type="checkbox"/> Vietnamese <input type="checkbox"/> Other	Translator Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		e-mail Address	
Contact #3 Name (Last, First)	Relationship	Street Number	Street Name	Apartment	City State Zip
Employer	Occupation	Home Phone	Work Phone	Cell Phone	
Preferred Language <input type="checkbox"/> English <input type="checkbox"/> Spanish	<input type="checkbox"/> Vietnamese <input type="checkbox"/> Other	Translator Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		e-mail Address	
What type of medical insurance do you carry for this child? <input type="checkbox"/> CHIP <input type="checkbox"/> Medicaid <input type="checkbox"/> HCHD <input type="checkbox"/> Private Insurance <input type="checkbox"/> None				Family Physician	Physician Phone
<small>List the names of all brothers and sisters under 18 years of age. (If additional room is needed, write on reverse side.)</small>					
Last, First, and Middle Names	Gender	Birthdate	Grade	Address of This Child	
Signature below certifies that all the information above is true and accurate.					
<small>Enrollment of the child under false documents subjects the person to liability for tuition or costs under Texas Education Code §25.001(h).</small>					
Signature of Contact 1/Legal Guardian		TX Driver's License Number		Date of Birth (Contact 1/Legal Guardian)	
Signature of Contact 2/Legal Guardian		TX Driver's License Number		Date of Birth (Contact 2/Legal Guardian)	
Total Monthly Family Income:			Total Number In Household:		

5

Young Women's College Preparatory Academy

Special Information Survey

Student Name: _____ HISD ID Number: _____

Please answer the following questions by selecting YES or NO. Any items with an (*) will need documentation provided within two weeks.

Is your child currently attending an HISD school? If yes, where? _____ If not, what is the last school attended? _____	Yes	No
Is your child fluent in another language other than English? If yes, which language? _____	Yes	No
Is your child currently receiving Bilingual or ESL services? Is, yes, where? _____	Yes	No
Does your child currently receive Special Education Services? Is yes, please provide disability category: _____ _____ Date of most recent ARD _____ *Please provide a copy of documentation within two weeks.	Yes	No
Is your child currently receiving 504 services? If yes, where? _____ *Please provide a copy of documentation within two weeks.	Yes	No
Has your child ever been retained? If yes, which grade(s)? _____	Yes	No

Parent Signature: _____ Date: _____

(6)



YWCPA Transportation Request

Houston ISD transportation routes are assigned based on the students' current home address only for IN-DISTRICT students who live two or more miles away from YWCPA.

I am requesting bus transportation for my child for the 2022-2023 school year.	YES
	NO
Signature:	
Date:	

**YOUR CHILD WILL NOT RECEIVE TRANSPORTATION FOR THE
UPCOMING SCHOOL WITHOUT THIS COMPLETED FORM.**

OFFICE STAFF ONLY
STAFF INITIALS & DATE RECEIVED: _____

7

FALSIFICATION OF INFORMATION

Falsifying information is a violation of the Texas Penal Code and Texas Education Code.

TEXAS PENAL CODE: *Section 37.10* – Tampering with Government Records: Class A Misdemeanor punishable by up to one year in jail, a fine of up to \$4,000, or both jail time and a fine.

TEXAS EDUCATION CODE: *Section 25.001(h)* – In addition to the penalty provided by *Section 37.10*, Texas Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment, but is enrolled on the basis of the false information. The person is liable for the period during which the ineligible student is enrolled, for the greater of:

- (1) The maximum tuition fee the district may charge under *Section 25.038* of this code; or
- (2) The amount the district has budgeted for each student as maintenance and operating expenses.

Falsification will result in immediate withdrawal of the student(s) and maintenance and operating expenses for the current year will be charged for each student on a per school day basis.

Records must be updated immediately if there is any change in demographic information, i.e. change of address, phone number, etc. It is the sole responsibility of the parent/guardian to notify the school of such changes and provide the appropriate updated documentation (including, but not limited to updated driver's license as well as current lease, mortgage agreement or deed, and current gas/electric bill).

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.

Parent Signature _____ Date _____

Student Name _____ Grade _____

8

* If parent/guardian name NOT on proof of address.



STATEMENT OF RESIDENCE

STATE OF TEXAS]

COUNTY OF HARRIS]

BEFORE ME, the undersigned authority, on this day personally appeared

_____, who on his/her word says:
(Your full name)

My name is _____ and I live at

_____ Apt. # _____ In Houston, Texas, 77 _____.

This is the legal residence of _____
(Primary resident)

who is my _____.
(Relation to you)

Because of circumstances beyond my control, my child(ren) and I must reside at this address.

I agree to provide to the principal of Young Women's College Prep _____ School,
and the Attendance Boundaries and Transfer Department, notification of change of address
when such occurs.

I further agree to withdraw _____
from the school in the event the above statement is found to be incorrect. (Student name)

CERTIFICATION

I hereby certify that the information stated herein is true and accurate to the best of my knowledge. I am not making this request for the purpose of obtaining some benefit or admission into a school or program of the Houston Independent School District. I understand that submitting this form with false information may constitute a violation of Section 37.10 of the Texas Penal Code.

Signed this the _____ day of _____, 20____

Parent Signature

Please Print Name

Primary Resident Signature

Please Print Name

Campus Employee's Signature

Title