

# East Link Academy Charter School

## 2018-2019 Instructions/Checklist for Paperwork

**WELCOME! Thank you for choosing East Link Academy Charter School. We are excited to have you here.**  
**Please complete the following steps to finalize the enrollment process.**  
**Please complete one packet per child enrolling. Please PRINT LEGIBLY.**

**Please Note:** All paperwork requested in this packet must be returned to secure your spot for enrollment. **If all required paperwork is not turned in by this deadline and the \$45 supply fee has not been paid, the spot will be forfeited and given to the next student in line on our waitlist.**

Our office hours will be 9:00am-1:00pm (M-F), after this time by appointment. Please call (864) 775-1818. Enrollment documents can be scanned and emailed to [registrar@eastlinkacademy.org](mailto:registrar@eastlinkacademy.org), brought to our office, mailed to the school address, or placed in the drop slot on the door of the office.

**Below is a complete list of ALL paperwork necessary to enroll your student at East Link Academy Charter School. Please note there will be additional paperwork at school registration in August!**

	\$45 Supply and Mandarin Instruction Fee (Paypal or check)
	Enrollment Application (pages 2-3)
	Family Volunteer Form (page 4)
	Media/Photo/Video/Voice Release and Terms (page 5)
	Request for School Records Form (page 6)
	Copy of Current Immunization Records on SC DHEC Form or Religious Exemption Certificate
	Copy of Birth Certificate
	Copy of Social Security Card
	Proof of South Carolina Residency (driver's license, power bill, lease agreement, etc.) <i>at least one document</i>
	Most recent academic Information (if available) <ul style="list-style-type: none"><li>✓ Report card</li><li>✓ Attendance records</li><li>✓ Standardized tests</li><li>✓ MAP/iReady/STAR scores</li></ul>

Email ([registrar@eastlinkacademy.org](mailto:registrar@eastlinkacademy.org)), U.S Mail or hand deliver to the temporary ELA office the completed enrollment package with all required documentation to:

**East Link Academy**  
**Attn: Registrar**  
**4328 Wade Hampton Blvd, Suite G**  
**Taylors, SC 29687**

# East Link Academy Charter School

## Enrollment Application for 2018-2019

(Complete One Form Per Child)

Check the grade your child will be attending: ☐ PreK ☐ Kindergarten ☐ First ☐ Second ☐ Third ☐ Fourth

### STUDENT INFORMATION:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Current Age: \_\_\_\_\_ Social security #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City & State & Zip Code: \_\_\_\_\_

Student lives with: (Check all that apply)

☐ Both Parents

☐ Stepparent

☐ Guardian

☐ Mother

☐ Foster Parent

☐ Other(s): \_\_\_\_\_

☐ Father

☐ Grandparent

Ethnicity:

☐ American Indian/Alaska Native

☐ Asian

☐ Native Hawaiian/ Pacific Islander

☐ Asian

☐ Hispanic/Latino

☐ Two or More Race

☐ White

☐ Black/African American

Current School Attending: \_\_\_\_\_

Public School Zoned for: \_\_\_\_\_

Is your child currently receiving free/reduced lunches? ☐ Yes ☐ No

Does your child currently participate in a gifted and talented program? ☐ Yes ☐ No

Name of Program: \_\_\_\_\_

Has your child repeated a grade? ☐ Yes ☐ No If yes, which one? \_\_\_\_\_

Has your child ever been expelled? ☐ Yes ☐ No Is he/she under expulsion proceedings? ☐ Yes ☐ No

Is your child currently receiving special education services or have a 504 plan? ☐ Yes ☐ No

If yes, please specify: ☐ Resource ☐ Inclusion ☐ Self-contained

If yes, please identify areas: ☐ LD ☐ ED ☐ EMD ☐ Visually Impaired ☐ Hearing Impaired

# East Link Academy Charter School

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Student Name: \_\_\_\_\_ Grade 18/19: \_\_\_\_\_

## STUDENT SIBLING/FAMILY INFORMATION

Name and grade of Siblings Enrolling in ELA:

Sibling 1: \_\_\_\_\_ Grade: \_\_\_\_\_

Sibling 2: \_\_\_\_\_ Grade: \_\_\_\_\_

Sibling 3: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Parent(s) / Guardian(s) Student lives with: \_\_\_\_\_

If guardian, proof of guardianship \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

## PARENT/LEGAL GUARDIAN INFORMATION:

Mother/Guardian \_\_\_\_\_

First Name

Last Name

Mother/Guardian Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father/Guardian \_\_\_\_\_

First Name

Last Name

Father/Guardian Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address (if different from student): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## HOME LANGUAGE SURVEY:

Is a language other than English spoken in your home? ☐ Yes ☐ No If yes, specify language: \_\_\_\_\_

Does your child communicate in a language other than English? ☐ Yes ☐ No If yes, specify language: \_\_\_\_\_

Which language did your child learn first? \_\_\_\_\_

## OPTIONAL STUDENT PROGRAMS (FEES MAY APPLY)

Are you interested in Early Morning Care (6am-8am)? ☐ Yes ☐ No

Are you interested in After School Care (4pm-6pm)? ☐ Yes ☐ No

***Additional information will be available at the start of school.***

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ELA does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle the nondiscrimination policies. For questions pertaining to Section 504 or Title IX contact Dana Hutto 864.775.1733.

# East Link Academy Charter School

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Student Name: \_\_\_\_\_ Grade 18/19: \_\_\_\_\_

## FAMILY VOLUNTEER FORM

Families are critical to the success of charter schools. ELA understands that families want to help in any way possible. Below is a list of areas where volunteers can help create the best learning environment for all children. We encourage you to select all areas of interest and those where your specific skills and talents can be best utilized:

NOTE: All volunteers will be required to submit a background check.

Volunteer Name: \_\_\_\_\_ Best Contact Info: \_\_\_\_\_

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Volunteer Name: \_\_\_\_\_ Best Contact Info: \_\_\_\_\_

- ☐ Parent Teacher Organization (PTO)
- ☐ Before School Program
- ☐ After School Program
- ☐ Landscaping and/or outside projects
- ☐ Student extracurricular activities (chess, clubs, sports, cheering, etc)
- ☐ Classroom project helpers
- ☐ Classroom homeroom parent
- ☐ Assist with technology needs of the school
- ☐ Tutor students
- ☐ Assist with/coach sports
- ☐ Other: \_\_\_\_\_

Please list anything else you would like to help with, any special skills or access to resources, and ideas you want to share:

# East Link Academy Charter School

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Student Name: \_\_\_\_\_ Grade 18/19: \_\_\_\_\_

## MEDIA/PHOTO/VIDEO/VOICE RELEASE

Throughout the year, there are occasions when East Link Academy may want to take pictures/videos of your student participating in activities related to the school. We may use, duplicate, broadcast, distribute and display these pictures/videos in East Link Academy publications, newspaper, school website, radio, TV and / or homerooms, advertising, other media outlets, etc. We request that you sign this media/photo/video/voice release for your student to allow us to record on film, tape or otherwise, to edit such items as desirable/necessary and to use the student's name, likeness, image, voice, and performance as outlined above. Thank you in advance for your support and understanding.

- ☐ I give my consent for East Link Academy to use pictures/video of my student.
- ☐ I do NOT give my consent for East Link Academy to use pictures/video of my student.

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By enrolling my child at East Link Academy I understand and agree to the following conditions of admission:

1. East Link Academy is a public charter school as defined by the South Carolina Charter Schools Act (S.C. Code Ann. §59-40-10, et seq.). The Charter Schools Act provides for, among other things, the operation of public schools so that teachers and parents have greater say in the management of the school and to exempt the school from some state regulations.
2. East Link Academy is governed by a Board of Directors and will operate as set forth in the charter and by-laws of East Link Academy. In accordance with Public Charter School legislation, the Board of Directors is elected by the parents and employees of the school. Each family receives one vote per student attending East Link Academy.
3. Acceptance is conditional upon promotion to the grade the student has been admitted to East Link Academy. If the student is not promoted to the grade for which they have been accepted, there may not be a space available for them in East Link Academy. Proof of promotion must be received by East Link Academy via records transfer prior to placement.

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## TERMS

- ✓ I understand that East Link Academy is rigorous and sets high expectations in the areas of academics and discipline.
- ✓ I understand that the school philosophy requires parental and student involvement and I agree to be an active participant in my child's education.
- ✓ I will be responsible for seeing that my child arrives on time each day. I will strive for daily attendance by my child. Absenteeism by the student may result in a repeat grade.
- ✓ I will see that the student makes up his/her work assignments when he/she is absent. I agree to abide by the terms relating to absences as defined by the East Link Academy charter and/or regulations.
- ✓ I will attend Parent-Teacher educational meetings.
- ✓ I will keep current the information on the student enrollment card. I will inform the school immediately of new phone numbers, addresses, and any changes in the student's situation.
- ✓ I understand that my child must reside in South Carolina to attend East Link Academy.

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Signature of Parent/Legal Guardian

Date

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Printed Name of Parent/Legal Guardian

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# East Link Academy Charter School

4328 Wade Hampton Blvd, Suite G  
Taylors, SC 29687  
Phone: 864-775-1818

Head of School: Dana M Hutto  
Administrative Assistant: Mary Hunte

## REQUEST FOR RELEASE OF RECORDS

**Does this student have an IEP, 504, or ESOL plan or in the process of being evaluated? \_\_\_\_ Yes \_\_\_\_ No**

Date: \_\_\_\_\_

School Withdrawing From: \_\_\_\_\_

School Address: \_\_\_\_\_

School Telephone Number: \_\_\_\_\_

### Please forward a copy of the official record for the following student:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_

Name of Parent \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Please forward the following information, as applicable:

- |  |  |
|--|--|
| ✓ Cumulative School Records  | ✓ 504 / Behavior Plan(s)                                     |
| ✓ Withdrawal form  | ✓ Psychological Records (if applicable)                      |
| ✓ Discipline information   | ✓ Gifted and Talented Profile Sheet (if applicable)          |
| ✓ Attendance information   | ✓ Home language survey                                       |
| ✓ State/National Standardized test scores<br>(SCPASS, SCREADY, MAP, iREADY, CoGAT/IA...) | ✓ English Language Learn (ELL) Initial Placement<br>Screener |
| ✓ Birth certificate & Social security card   | ✓ ELL State Language Proficiency Test Scores                 |
| ✓ Health / Immunization records  | ✓ ELL Accommodation Plan                                     |
| ✓ Special Education Records (if applicable)  | ✓ Most recent state language proficiency test                |

According to the final regulations of the Buckley Amendment, written parental consent to release student records between schools is no longer required. The Buckley Amendment states that school officials and officials in school systems in which a student may intend to enroll may receive a student's record without a written consent for the release.

Thank you for your assistance,  
*Dana M Hutto, Head of School*  
864-775-1733

#### For Office Use:

1<sup>st</sup> Request: \_\_\_\_\_

2<sup>nd</sup> Request: \_\_\_\_\_

Records Rec'd: \_\_\_\_\_

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