



**KEYS GRACE ACADEMY ENROLLMENT APPLICATION  
2017/2018**

Thank you for your interest in KEYS GRACE ACADEMY. In order for your child's application to be processed, we require the following documents returned to the office of KEYS GRACE ACADEMY. Your child's enrollment packet will be considered incomplete until we have received all of the necessary documents.

STUDENT NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

GRADE APPLYING FOR: \_\_\_\_\_ IS YOUR CHILD A RETURNING STUDENT? Please circle YES NO

DOES YOUR CHILD HAVE A SIBLING WHO ATTENDS KEYS? Please circle YES NO

**REGISTRATION  
CHECKLIST**

<input type="checkbox"/>	Application for Enrollment
<input type="checkbox"/>	Request for Student Records
<input type="checkbox"/>	Internet/Computer Acceptable Use
<input type="checkbox"/>	Photo Consent/Denial Policy
<input type="checkbox"/>	Household Information Survey
<input type="checkbox"/>	Transportation Request
<input type="checkbox"/>	Parent Involvement Form
<input type="checkbox"/>	Primary Care Consent Forms

Records you must provide to the school before registration is complete:

- Certified copy of birth certificate
- Copy of child's Social Security card and/or passport/visa/immigration papers
- Copy of last report card from previous school
- Immunization record (available from child's pediatrician)
- Copy Custody and/or Adoption Paperwork (if applicable)
- Parent Driver's License
- Current signed Lease or Mortgage Statement
- Current Utility Bill (gas or electric)
- Current DHS Paperwork

Educational Service Provider: Kalasho Empowerment of Young Scholars, LLC Academy School Board

President: Chris Kattola \* Vice President: Dr. Ramy Alosachie \* Treasurer: Mae Kouza  
Secretary: Zainab Hazimi \* Trustee: Farah Anoni

When Completed—return this packet To:  
KEYS GRACE ACADEMY  
27321 Hampden St. Madison  
Heights, MI 48071 OR  
info@keysacademies.com

# Request for Student Records - KEYS GRACE Academy

We have just enrolled the following student. Please forward all records, including medical records, social and psychological evaluations, and special education records that would assist us in placing and evaluating this student. Thank you.

## Student Information

Student's Full Name: \_\_\_\_\_  
Student's Birth Date: \_\_\_/\_\_\_/\_\_\_ Grade: \_\_\_\_\_

## Previous District Information

School Name: \_\_\_\_\_  
School District: \_\_\_\_\_  
School Address: \_\_\_\_\_  
School Phone Number: \_\_\_\_\_  
School Fax Number: \_\_\_\_\_  
Today's Date: \_\_\_/\_\_\_/\_\_\_

## Parent Information and Approval

Signature of Parent/Guardian: ~~\_\_\_\_\_~~  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Cell: \_\_\_\_\_

KEYS GRACE ACADEMY  
27321 HAMPDEN ST. MADISON  
HEIGHTS, MI 48071

(P) 248.629.7700  
(F) 248.542.1756



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Student Internet/Computer Acceptable Use Policy – KEYS GRACE Academy

Internet services are available to all students for the purposes of instruction, curriculum support, and communication. E-mail, network, and Internet access is to be used ONLY for these purposes.

Students are expected to conduct themselves ethically and be mindful of all applicable laws and regulations. They should be familiar with procedures for accessing email and/or the Internet and have participated in training provided by the school. Students should have specific information objectives and/or search strategies formulated before they access the Internet. School policy states that ALL students must have a signed Acceptable Use Policy form on file before they are allowed to use the Internet independently.

The following are unacceptable uses of e-mail/Internet by students who access the network through school accounts using school-owned equipment and may result in the revocation of Internet privileges or, depending on the nature of the offense, detention or suspension.

Unacceptable use includes but is not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene, harassing, or insulting language
- Violating copyright laws or fair-use practices
- Trespassing in others' folders, documents, or files
- Using the network for commercial or political purposes
- Using the network to access inappropriate materials
- Intentionally damaging computers, computer systems, or computer networks
- Using another person's password
- Indiscriminate personal use – purchases, personal emailing, or "instant messaging"
- Downloading software without permission of school administration or network technician
- Other behaviors in violation of Academy policy, state statutes, or federal laws

Communication over networks is not considered private. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity. The Academy reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system.

Student Internet/Computer Acceptable Use Policy – SIGNATURE MANDATORY

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

Grade: \_\_\_\_\_

I have read the Student Internet Acceptable Use Policy. I agree to follow the rules contained in this policy with an understanding that consequences could entail revocation of internet privileges, or depending on the nature of the offense, detention or suspension. I will receive a copy of this signed Policy and a copy will be kept in my file.

Student Signature: \_\_\_\_\_

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

Parent Signature:  \_\_\_\_\_

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

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## Photo Policy - Consent/Denial - KEYS GRACE Academy

In an effort to keep the community up-to-date on events, the Academy will photograph and publish special programs and events, sometimes through local media. Media representatives register at the main office upon their arrival and are always escorted to the designated area from which they can take photos or video publications. We do not allow media representatives to interview students on school property unless academy personnel accompany them.

Academy personnel will also take pictures of classroom activities and/or individual students from time to time for either release to the local media, use in the Academy website, or for Academy media or brochures. Identification of students is always limited to name, school, and grade.

Please note: Permission to photograph a student either individually or in a group, and to use any photograph for any school purpose, is assumed until you specifically request your child's photo not be used. This information will be kept on file in the student's records.

I, \_\_\_\_\_, am the legal guardian of \_\_\_\_\_.

who will be in \_\_\_\_\_ grade in 2017-18, and:

I give permission for my child's picture to be used in school-related or outside media publications.

OR

I do not give my permission for my child's picture to be used in school-related or outside media publications.

Parent/Guardian Signature: \_\_\_\_\_



27321 Hampden St  
Madison Heights, MI 48071

Household Information Survey

SCHOOL USE ONLY

APPROVED FOR: 1 2

To determine eligibility for various additional state and federal program benefits that your child(ren) may qualify for, please complete, sign and return this application to KEYS GRACE ACADEMY.

If any member of your household receives Supplemental Nutrition Assistance Program benefits, (SNAP, formerly food stamps) Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, provide the name and 10-digit case number for the person who receives benefits then proceed to Section 4. If no one receives these benefits, start with Section 1.  
Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case.  
Name: \_\_\_\_\_ 10-Digit Case Number: \_\_\_\_\_

INSTRUCTIONS: Complete this survey and return to your child's school or mail to the address listed above.

These selections must be completed by the Head of Household or Designee

1. SIZE OF FAMILY - Indicate the total number of individuals living in your household, including all adults and children: \_\_\_\_\_
2. STUDENT INFORMATION - Complete for each student Pre-K through 12<sup>th</sup> grade

Last Name	First Name	Birth Date MM-DD-YY	School	Identify H if Homeless M if Migrant R if Runaway F if Foster
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

If you need additional lines, attach a second sheet to this survey or attach a copy of this survey clearly marked as Page 2

3. TOTAL MONTHLY HOUSEHOLD INCOME - Report income for all members of household excluding foster children. If you have reported a case number above, you do not need to complete this section; proceed to section 4.

Type of Income	Income	Circle if No Income
1. Gross Monthly Earnings: Wages, Salary, Commissions	\$	None
2. Monthly Welfare Payments, Child Support, Alimony	\$	None
3. Monthly Payments from Pensions, Retirement, Social Security	\$	None
4. Monthly Dividends or Interest on Savings	\$	None
5. Monthly Worker's Compensation, Unemployment, Strike Benefit	\$	None
6. Other Monthly Income (SSI, VA, Disability, Farm, other)	\$	None
<b>Total Monthly Household Income (Add lines 1-6)</b>	<b>\$</b>	

4. SIGNATURE - If Income Section is completed, the adult signing the form must also list the last four (4) digits of his or her Social Security number or check the "I do not have a Social Security number" box below.

I certify (promise) that all information on this application is true and that all income is reported. I understand the school will be eligible for certain federal and/or state funds based on the information I give. I understand that the school officials may verify (check) the information. I understand that if I purposely give false information, my child may lose benefits and I may be prosecuted.

Sign Here: X \_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Last Four (4) Digits of Adult Social Security Number: XXX-XX-\_\_\_\_\_  do not have a Social Security Number

Address		City	Zip Code 48
Home Phone	Work Phone	Email Address	
By providing your email address, you may be contact via email by the district			

Transportation Request

This is a request by \_\_\_\_\_ for transportation services to and from KEYS Grace Academy.

Student or Parent/Guardian

Twin Rivers Trading, a for-profit Michigan management company subcontracted by KEYS GRACE Academy, will provide transportation services for \_\_\_\_\_ during the duration of school year 2017-2018.

(Student Name)

Twin Rivers Trading is responsible for the recruitment of professional, qualified drivers who must pass a fingerprint screening/background check to be eligible for work.

Twin Rivers Trading is responsible to make certain all vehicles used to transport students to and from home and school are properly insured.

Students will be required to follow a strict list of rules and stipulations during transportation times. Twin Rivers Trading will work in accordance with KEYS Grace Academy to ensure student attendance on shuttles and student behavior, as well as all other, necessary correspondence. Should student act un-accordingly during transportation hours, Twin Rivers Trading reserves the right to cancel services. Should student amass a high number of miss scheduled pickup times, without notification, Twin Rivers Trading reserves right to cancel services.

Should student violate any other rules, Twin Rivers Trading has right to cancel transportation services.

X \_\_\_\_\_  
Student or Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Twin Rivers Trading, Inc.

\_\_\_\_\_  
Date

KEYS GRACE ACADEMY



Parent Involvement

Parents Involvement in your child's school is of paramount importance to improved learning and achievement. As a parent and/or guardian, we ask that you pledge your support to be actively involved in your child's learning, including:

- o Attending conferences with teachers
- o Supporting school programs and
- o Maintaining open, honest communication with the school
- o Communicating positive values and model honesty, trustworthiness, integrity, compassion and fairness
- o Supporting a home environment in order to ensure success at school

Parents are encouraged to volunteer at KEYS Grace Academy, either at the school or during school-related activities.

Additionally, we strongly encourage all parents to remain active with the latest information from teachers and administration by downloading the "Class Dojo" application, available on all smart devices (iPhone, iPad, Android, etc). This application is also bilingual and features an English-to-Arabic Translator.

For emergencies and/or school-wide announcements, we request a cell-phone number to be added to our database, which allows us to send text messages to you, directly from us.

Household Cell Phone: \_\_\_\_\_

X Parent Involvement Pledge (please sign): \_\_\_\_\_

