

# WELCOME

A LETTER FROM THE PRINCIPAL OF PRIMAVERA ONLINE HIGH SCHOOL®

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Dear Future Primavera Students and Parents,

I would like to personally extend a warm welcome to all Primavera students and parents. As a Primavera Online High School student, you will find a new and innovative curriculum to help you succeed. Our certified teachers are involved in every step to make your education a personalized experience. The staff at Primavera is here to support you on your path to earning your high school diploma.

Attached you will find information regarding admissions and enrollment guidelines for all prospective students. Please carefully read and complete the enrollment forms as this will assist us in processing your application. Primavera Online High School courses are formatted in a 6-week block schedule with open enrollment and classes beginning every two weeks. Enrollment Advisors are available daily to assist you with the enrollment process for the upcoming school year. As Primavera strives to be the leader in online education, its mission to students and parents continues to be a commitment to making the online high school experience personal, relevant and rigorous. We look forward to working individually with you to build an educational foundation that propels you into the 21st century with confidence and determination!

Thank you for your interest in Primavera Online High School®; feel free to contact us at 480-456-6678 with any questions.

Sincerely,



Dana Van Deinse  
Principal

2471 N. Arizona Ave.  
Chandler, AZ 85225  
GotHighSchool.com

PHONE 480.355.2100  
TOLL FREE 877.877.4628  
FAX 480.355.2100

**Primavera**  
ONLINE HIGH SCHOOL®

# ENROLLMENT PACKET

## PARENT/STUDENT CHECKLIST

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### ENROLL IN 4 EASY STEPS

1. Visit our website and complete the online application.  
YOU WILL BE ASSIGNED A STUDENT USERNAME AND PASSWORD - BE SURE TO WRITE IT DOWN SOMEWHERE
2. Complete the attached paperwork.
3. Submit the attached records request form to your current or previously attended high school.
4. Gather your required documents from a checklist below and submit them to Primavera®.
  - Fax your documents to: 480.355.2100 ATTN: ENROLLMENT
  - Email your documents to: Enrollment@PrimaveraTech.org
  - Mail or hand-deliver your documents to: 2471 N. Arizona Ave. Chandler, AZ 85225

#### FULL-TIME STUDENT CHECKLIST

- Copy of Birth Certificate
- Withdrawal Form
- Transcript
- AIMS Test Results
- Signature Page
- Home Language Survey
- Pre-Enrollment Questionnaire  
ONLY REQUIRED FOR STUDENTS SUBMITTING AN IEP

#### CONCURRENT STUDENT CHECKLIST

- Copy of Birth Certificate
- Course Selection Form Signed by Counselor
- Transcript
- AIMS Test Results
- Signature Page
- Home Language Survey
- Pre-Enrollment Questionnaire  
ONLY REQUIRED FOR STUDENTS SUBMITTING AN IEP

**DON'T FORGET TO COMPLETE AN ONLINE APPLICATION BY VISITING OUR WEBSITE  
AT [WWW.GOTHIGHSCHOOL.COM](http://WWW.GOTHIGHSCHOOL.COM) BEFORE TURNING IN YOUR PAPERWORK.**

TURNING IN YOUR PAPERWORK DOES NOT CONSTITUTE ENROLLMENT – YOU MUST FILL OUT AN ONLINE APPLICATION FIRST

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### WHAT TO DO NEXT

1. Visit our website and log on with your assigned username and password.
2. Once logged on, find your Enrollment Advisor's information and call to confirm that your documents were received.
3. After all of your documents have been processed, you will be enrolled into your appropriate courses.
4. Now that you have confirmed the completion of your enrollment process, here are a few tips:
  - Keeping in touch with your teachers will ensure a great experience at Primavera®.
  - Checking your grade book on a regular basis will keep you informed of your academic progress.
  - Feel free to call and speak to our counselors and advisors whenever you need help; they're here for you.
  - Keep an eye on your attendance, as it is a requirement for our courses.
  - Please check your email on a regular basis as we send most of our communications via email.

**WELCOME TO YOUR CLASSROOM!**

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# SIGNATURE PAGE

1. We hereby verify and attest that the answers to all questions on the enrollment application are correct and valid. This includes information regarding family income, primary home language survey, and verification of residency in the State of Arizona.

2. We have read and understand the parent and student handbook that describes Primavera® Online's policies and procedures. We will uphold and honor them. We acknowledge and agree that the student shall be automatically enrolled in the PSP (Parent/Student Portal) Community unless we opt-out of this service in the area listed below. We understand we have the option to opt-out of or opt back into the PSP Community at any time, so long as notification is provided in writing to my Student Advisor.

We/I do not give consent our/my son/daughter to participate in the PSP Community

3. We have read our rights as outlined on the notification of rights under FERPA (Family Educational Rights Privacy Act) for Elementary and Secondary institutions and the notification of rights under the protection of the Pupil Right Amendment (PPRA).

4. We acknowledge that Primavera® may release "directory information" pertaining to our son/daughter (or pertaining to me if I am an "eligible student" as defined by FERPA) without our prior written consent, unless we have indicated that we do not agree to this disclosure as indicated below. "Directory information" includes, but is not limited to, the student's name, city of residence, email address, photograph, grade level and current class enrollment. "Directory information" does not include the student's social security number or student's ID number.

We/I do not give consent for Primavera® to release directory information about our/my son/daughter

5. We understand and agree that full-time students must complete a minimum 25 hours of course work (two classes) and attendance each week. We certify that weekly attendance is submitted by the Head of Household (i.e., parent, guardian, adult student). Noncompliance with these requirements may affect student(s) enrollment status.

6. It is the student/parent/guardian's responsibility to ensure the student's work is authentic and original. Teachers use numerous methods to verify the authenticity of student work. As a secondary effort to ensure authenticity, an adult must observe and validate the integrity of the student's work on a regular basis.

7. We have read and understand the AIMS Exams Form which specifies that all full-time students are required to take the State mandated AIMS tests. Arizona law states: "If a pupil fails to comply with the testing requirements, the pupil shall not be allowed to participate in the program."

8. We hereby acknowledge and accept all policies regarding withdrawal from courses, transferring of courses, and course assignments based on student(s) transcript evaluations.

9. We understand that Primavera® has the obligation to request records from our son/daughters previous school pursuant to Arizona Law. Therefore we hereby provide written permission for Primavera® to request student records from any previous school attended.

10. By the signatures below, we acknowledge and certify that we have read and understand the above statements, and request enrollment with Primavera® Online High School.

ADULT STUDENT/ PARENT/ GUARDIAN SIGNATURE

PRINT NAME

PHONE NUMBER

DATE

STUDENT'S SIGNATURE

PRINT NAME

DATE OF BIRTH

DATE

ONCE SIGNED AND DATED, THIS FORM IS VALID FOR THE REMAINDER OF THE CURRENT SCHOOL YEAR, AND THE FOLLOWING SCHOOL YEAR AS LONG AS ENROLLMENT IS CONTINUOUS. PRIMAVERA® ONLINE IS A NON-SECTARIAN, PUBLICLY-FUNDED CHARTER SCHOOL AND DOES NOT DISCRIMINATE IN ITS ENROLLMENT OR HIRING PRACTICES ON THE BASIS OF GENDER, RACE, RELIGION, NATIONAL OR ETHNIC ORIGIN, COLOR, OR DISABILITY.

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# AIMS TESTING ACKNOWLEDGEMENT

ARIZONA'S INSTRUMENT TO MEASURE STANDARDS

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## ARIZONA REVISED STATUTE 15.808 B STATES THAT:

If a pupil fails to comply with the testing requirements and the school administers the tests pursuant to this subsection to less than ninety-five per cent of the pupils in the program, the pupil shall not be allowed to participate in the program.

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All 10th grade students are required to take AIMS Writing, Reading, Math, and Science tests in the Spring. Juniors and Seniors who have not previously taken or passed AIMS Writing, Reading, and Math must take each test when they are offered until a passing score is obtained. AIMS tests are offered in the Spring for 10th, 11th, and 12th grade students and in the Fall for 11th and 12th grade students.

## BY SIGNING THIS PAGE, YOU ACKNOWLEDGE THAT:

1. The student will attend any testing dates and take all required AIMS tests.
2. The student will make arrangements for transportation to all required testing dates.
3. The student will be withdrawn from Primavera® if he/she does not participate in required AIMS exams.
4. The student must pass AIMS Writing, Reading, and Math to receive a Primavera Online High School® diploma.
5. If the student cannot attend a Spring AIMS exam, he/she will make arrangements with Primavera to take the make-up exam the following week.
6. If the student has an Individualized Education Plan (IEP) or 504 Plan on file with Primavera®, he/she will alert Primavera® of their testing requirements.

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ADULT STUDENT/ PARENT/ GUARDIAN SIGNATURE

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PRINT NAME

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DATE

---

STUDENT'S SIGNATURE

---

PRINT NAME

---

DATE

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# HOME LANGUAGE SURVEY

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State of Arizona Department of Education  
OFFICE OF ENGLISH LANGUAGE ACQUISITION SERVICES



## PRIMARY HOME LANGUAGE OTHER THAN ENGLISH (PHLOTE)

Home Language Survey  
Effective July 1, 2009

This question is in compliance with A.R.S. §15-756. **Identification of English Language Learners**

Your response to the following question will be used to determine whether your student will be assessed for English language proficiency:

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### "WHAT IS THE PRIMARY LANGUAGE OF THE STUDENT?"

*Answer with the language used most often by the student*

\_\_\_\_\_  
LANGUAGE

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
ADULT STUDENT/ PARENT/ GUARDIAN SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

### FOR OFFICE USE ONLY

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\_\_\_\_\_  
STUDENT'S ID

\_\_\_\_\_  
SAIS ID

OFFICE OF ENGLISH LANGUAGE ACQUISITION SERVICES (OELAS) – ARIZONA DEPARTMENT OF EDUCATION  
1535 WEST JEFFERSON STREET – PHOENIX, ARIZONA - 85007 (OFFICE) 602-542-0753 (FAX) 602-542-3050

2471 N. Arizona Ave.  
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# COURSE SELECTION FORM

TO BE COMPLETED BY CONCURRENT STUDENTS

The following information needs to be filled out and signed by a school counselor, registrar or other school official. Once signed and dated, this form is valid for the remainder of the current school year, and the following school year as long as enrollment is continuous. Concurrent Students are required to be enrolled fulltime at their "current school" and part time with Primavera®. **Our course catalog can be viewed at GotHighSchool.com under the Academics tab.**

Concurrent students have the option of taking one or two courses at a time. Once a selection is made it will be considered final and will go for the duration of the students' enrollment. Please prioritize selections, if a course is not available at the time of assignment, the next selection will be assigned. The Course Selection Form will be kept on record as future reference on class assignment. If only two courses are listed, a new Course Selection Form will be required before a new block is due to start. We strongly suggest that your counselor list at least eight courses to ensure speedy process for new course assignment. POHS is a year round school and during our June/July sessions parents may sign this form if a school official is unavailable during summer. Throughout the normal school year a parent may sign this form in accordance with current school's concurrency policy. We do not take any responsibility for courses your current school will not accept.

STUDENT'S FIRST NAME

LAST NAME

BIRTH DATE

## PLEASE MAKE A SELECTION FROM THE FOLLOWING TWO CHOICES (SELECTION IS FINAL):

I only need to take one course with Primavera®.

Please list the course you would like to take and a second or third option in case the first course you selected is unavailable.

COURSE 1

COURSE 2

COURSE 3

OR

I need to take multiple courses with Primavera®.

I want to take 1 course per block.

I want to take 2 courses per block.

Please list the courses you would like to take and a second or third option in case the courses you selected are unavailable.

1ST BLOCK COURSE 1

1ST BLOCK COURSE 2

1ST BLOCK COURSE 3

2ND BLOCK COURSE 1

2ND BLOCK COURSE 2

2ND BLOCK COURSE 3

3RD BLOCK COURSE 1

3RD BLOCK COURSE 2

3RD BLOCK COURSE 3

4TH BLOCK COURSE 1

4TH BLOCK COURSE 2

4TH BLOCK COURSE 3

SCHOOL OFFICIALS SIGNATURE

SCHOOL OFFICIALS PRINTED NAME

PHONE NUMBER

DATE

ADULT STUDENT/ PARENT/ GUARDIAN SIGNATURE

PRINT NAME

PHONE NUMBER

DATE

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# RECORDS REQUEST FORM

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The following two documents in your enrollment packet are entitled RECORDS REQUEST FORM. These forms are used to help Primavera® communicate with your current or previous high school and must be submitted in order to complete your enrollment process.

## IF YOU ARE ENROLLING AT PRIMAVERA® ONLY

1. Complete the Records Request Form titled Full-Time Student.
2. Discard the Records Request Form titled Concurrent Student.
3. Submit your completed form to your current or previous high school.

## IF YOU ARE ENROLLING AT PRIMAVERA® AS WELL AS ANOTHER ARIZONA HIGH SCHOOL

1. Complete the Records Request Form titled Concurrent Student.
  2. Discard the Records Request Form titled Full-Time Student.
  3. Submit your completed form to your current or previous high school.
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## WHAT TO DO NEXT

Refer to your checklist; if you see Transcript or Withdrawal Form, check them off! Once your Records Request Form is received, your documents will be mailed directly to Primavera®.

# RECORDS REQUEST FORM

FULL-TIME STUDENT

Please fax the following records to the attention of "Records".

STUDENT NAME

DATE OF BIRTH

LAST ATTENDED SCHOOL

ADDRESS OF LAST SCHOOL

CITY

STATE

ZIP

PHONE NUMBER OF LAST SCHOOL

FAX NUMBER

OFFICIAL TRANSCRIPTS (MAIL)

UNOFFICIAL TRANSCRIPTS (FAX)

BIRTH CERTIFICATE

AIMS TEST RESULTS

WITHDRAWAL FORM (FAX)

## FOR OFFICIAL USE ONLY

IEP/SPECIAL EDUCATION NOTICE

HEARING/VISION SCREENING RESULTS

STANDARDIZED TEST DATA

PSYCHOLOGICAL RECORDS/504 ACCOMODATION PLAN/ELL

PROBATION OFFICER/CASE WORKER AND INCIDENT REPORTS

OTHER:

I hereby give my permissions for the school mentioned above to release records to Primavera®.

ADULT STUDENT/ PARENT/ GUARDIAN SIGNATURE

PRINTED NAME

PHONE NUMBER

DATE

Thank you,  
Primavera Online High School® Registrar

STATE LAW 815-828 PARAGRAPH F STATES THAT: NO SCHOOL SHALL WITHHOLD RECORDS DUE TO FINANCIAL DEBTS

NEW FEDERAL LAW 99.31 STATES THAT: NO PARENT OR SIGNATURE REQUIRED FOR EDUCATIONAL RECORDS TO BE SENT TO ANOTHER EDUCATIONAL AGENCY

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# RECORDS REQUEST FORM

CONCURRENT STUDENT

Please fax the following records to the attention of "Records".

STUDENT NAME

DATE OF BIRTH

LAST ATTENDED SCHOOL

ADDRESS OF LAST SCHOOL

CITY

STATE

ZIP

PHONE NUMBER OF LAST SCHOOL

FAX NUMBER

OFFICIAL TRANSCRIPTS (MAIL)

UNOFFICIAL TRANSCRIPTS (FAX)

BIRTH CERTIFICATE

AIMS TEST RESULTS

WITHDRAWAL FORM (FAX)

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OTHER:

I hereby give my permissions for the school mentioned above to release records to Primavera®.

ADULT STUDENT/ PARENT/ GUARDIAN SIGNATURE

PRINTED NAME

PHONE NUMBER

DATE

Thank you,  
Primavera Online High School® Registrar

STATE LAW 815-828 PARAGRAPH F STATES THAT: NO SCHOOL SHALL WITHHOLD RECORDS DUE TO FINANCIAL DEBTS

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