



Arizona School for the Arts

Enrollment Policies and Procedures

Application Policies (New Students Only)

ASA enrolls students in accordance with ARS §15-184. ASA enrolls eligible new pupils who submit a timely application by lottery and program availability unless the number of applicants exceeds the capacity of a program, class, grade level, or building. Current ASA students and siblings of current students or alumni have enrollment preferences. Information about re-enrollment is shared with existing families in the spring and can also be found on the website.

In the application process, “lottery” is the number drawn at a public board meeting for the prospective student using a random number generator. The lottery number only determines the order in which the application is processed and automatically placed on the grade level waitlist. “Program” for academic placement means in which class the child will be placed so as to best meet their needs to access the school curriculum. “Program” for arts enrollment purposes means music, dance, and theatre arts.

The ASA administration has the sole authority to place the student at the appropriate grade level for both arts and academic classes according to student’s demonstrated eligibility and class openings available. Supplemental academic classes for math and English may replace up to 2 arts credits each year if deemed necessary to support student academic success. ASA has advanced English (ELA) and math classes in grades 5-10. Please see the [FAQ](#) and [High School Curriculum](#) pages for more information about advanced coursework for grades 11-12.

Application Process

There is one application process for all students interested in enrolling in ASA; however, there are two types of applicants:

1. No lottery number needed:
 - a. Children of faculty, staff, and Board members
 - b. Siblings of current ASA students or siblings of ASA alumni
 - i. Sibling preference only applies when the incoming applicant has a sibling that is officially enrolled or currently attending ASA.
 - ii. A “sibling” is defined as an immediate family member of the applicant, or a blended family member of the applicant that resides under the same roof as the applicant.
 - iii. If the ASA sibling withdraws from the school before the applicant is offered enrollment, preference status will be revoked. That application will receive a lottery number and be processed in order according to the lottery number.
 - iv. Students with siblings already attending ASA get a higher enrollment preference than siblings of newly accepted students.
 - v. Enrollment preference does not guarantee placement.

- c. Students already on the waitlist from the prior year (rollover status).
2. Lottery number required:
 - a. Students who have not previously applied
 - b. Students who applied and declined or did not respond to a previous offer for enrollment
 - c. Post lottery applicants from a previous school year
 - d. Students who withdrew from ASA

In order to be placed in the lottery, applications must be submitted by the lottery deadline date listed on the [enrollment timeline](#). Applicants who receive a lottery number will be placed in numerical order behind students who do not require lottery numbers (see above).

Definition of Rollover

Students who hold a lottery number for the current school year and are still on the waitlist.

Rollover Status

Rollover applicants will automatically retain their previously issued waitlist number and will be placed for the upcoming year on the waitlist before new lottery applicants.

- Rollover applicants **must complete a new student application** by the specified deadline on the published timeline in order to maintain the rollover status.
- Siblings of a rollover applicant will receive their own lottery number. This will ensure that each student has an equal opportunity for enrollment.
- As soon as one sibling (rollover or new applicant) is accepted, the other sibling will then receive enrollment preference.

When to Apply

Applications for the lottery are accepted each year between October and January for the following school year. Important dates and deadlines are listed in the [enrollment timeline](#) on ASA's website.

After the lottery, [the application portal](#) will re-open and applications may be taken on a first-come, first-served basis and placed below lottery applicants.

How to Apply

1. Create a parent account
 - a. Application portal login page
 - b. Reapplying? Enter login credentials
2. Submit an online application
 - a. One application per student
 - b. Will generate a checklist after the submission of the online application
3. Upload the following into your application checklist (link will be provided):
 - a. Proof of Age and Identity Document (provide one of the following)
 - i. A certified copy of the student's birth certificate
 - ii. Baptismal certificate
 - iii. An application for a social security number
 - iv. Original school registration records
 - b. Arizona Residency Documentation Form
 - c. Copy of Arizona Proof of Residency Document, provide one of the following:
 - i. Valid Arizona driver's license, Arizona identification card
 - ii. Valid Arizona motor vehicle registration

- iii. Valid Arizona Address Confidentiality Program authorization card
- iv. Property deed/Mortgage documents
- v. Property tax bill
- vi. Rental agreement or lease (including Section 8 agreement or off-base military housing)
- vii. Utility bill (water, electric, gas, cable, phone)
- viii. Bank or credit card statement
- ix. W-2 wage statement
- x. Payroll stub
- xi. Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- xii. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- xiii. Temporary on-base billeting facility (for military families)
- xiv. Parent(s) or legal guardian(s) that does not maintain his or her own residence, the parent or legal guardian must have an affidavit of shared residency form

Important: Pursuant to ARS §15-184(J) Arizona School for the Arts does not admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Application Process

Applicants will be placed on a grade-specific waitlist based on lottery numbers.

- The waitlist is generated shortly after the lottery drawing and will be posted on the application portal.
- Each waitlist position is a live number and may be monitored by the applicant's family
- Post-lottery applicants will be placed behind lottery applicants for the grade level based on the submission date of their application.

Accepting or Declining an Offer of Enrollment

When to Expect an Offer of Enrollment

The first wave of enrollment offers are released in the week following the lottery. For all important dates and deadlines, please review the [enrollment timeline](#) on our website. After the release of the first wave of offers, openings will become available if a current student withdraws from ASA.

ASA follows the order of the waitlist and makes parent contact each time an opening becomes available. If the parent declines the enrollment offer, ASA contacts the next parent on the waitlist. ASA follows the requirements of A.R.S. §15-184A.

Parents with children on the waitlist need to keep ASA informed of accurate contact information and notify ASA if they wish to be removed from the waitlist. It is not possible for ASA to determine the likelihood of a student's chances for enrollment as openings become available only when students withdraw. Parents need to monitor their waitlist position throughout the summer.

How to Accept an Offer of Enrollment

When an applicant is offered enrollment via email, their parent/guardian will receive instructions on how to accept the offer and complete the student's enrollment to ASA to include:

- Accept the offer of enrollment by following the directions in the email
- Complete the following on-line forms:
 - Enrollment form (emergency contact, medical information, media release, and more)
 - Authorization for Release of Student Records Form
 - Home Language Survey Form
- Provide hard copies of the student's:
 - Previously uploaded proof of age and Identity (ie birth certificate, etc)
 - Previously uploaded Arizona Residency Documentation Form
 - Previously uploaded AZ proof of Residency
 - 2 years of grade/report cards
 - 2 years of attendance records
 - 2 years of discipline records
 - 2 years of test scores
 - Immunization Records and /or Completed Exemption Form
 - Students must have proof of all required immunizations or a valid exemption in order to attend school. Arizona laws allow exemptions and the forms are available at school and [online](#).
 - Medical Alert (e.g. physician's instructions for severe health conditions) if applicable
 - Legal Alert (e.g. custody or restraining order information) if applicable

Important: The school will provide specific drop-off dates, times, and deadlines for submitting completed enrollment paperwork. All forms and requested documents must be filled out in full, signed, and submitted to the school by the deadline in order to complete the enrollment process and confirm the student's enrollment for the upcoming school year.

Once all paperwork has been submitted, parents will receive information on how to set up their school account (called ParentVue). You will then be asked to pay the Annual Activity fee located in your ParentVue account. The Annual Activity fee for each student is \$200 (\$400 max per family) and is not tax credit eligible.

The Annual Activity fee covers the following:

- Performances (some exclusions apply)
- Supplemental in-school presentations/concerts/assemblies
- Extracurricular social and school-wide events and activities
- School ID (2 per school year)
- Daily Planner

Families may request a fee waiver for the Annual Activity Fee by emailing payments@goasa.org.

At this point, your enrollment is complete. In August, enrolled students will complete registration as described below.

Registration Process

During the summer, the school will email a registration packet to the student's primary email address with additional required documents to submit prior to the first day of school. One

parent and the student must attend a registration date. The school will provide all families their student's schedules, a school day planner, a school ID, and more during this event.

Parental Rights and Educational Decision-Making

Arizona School for the Arts complies with all applicable court orders. When parents have joint educational decision-making authority for their child, ASA may rely and act upon the decision of either parent, unless made aware that the parents disagree about the decision. If parents with joint educational decision-making authority disagree about an educational decision made for their child, including a decision about enrollment, ASA will maintain the status quo and require the parents' mutual agreement before acting.

Newly Accepted Parent Meeting

The success of any school is dependent upon the active participation of all the stakeholders associated with the school. In order to share both the successes and needs of our unique school and to explain the importance of parent participation, ASA holds an Annual Parent Meeting for parents. We highly encourage at least one parent to attend the meeting to learn about school-wide and program goals as well as a review of the responsibilities and expectations of families who elect to enroll their children at ASA. All families are required to complete and sign the Family Annual Giving Form, which will be distributed at the annual meeting. Arts programs are not funded by the State of Arizona. Arts program budgets are based on parent commitment of donations and fundraising activities. While a financial commitment is not required, performing arts program budgets are dependent upon parent contributions. Additional information will be shared directly with newly accepted parents once they've completed their enrollment paperwork.

Arizona School for the Arts
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