

TURNER SIXTH GRADE ACADEMY

Mr. Matthew Kennedy, Principal
Mrs. Lindsey Fisher, Counselor
Mrs. Sarah Tidwell, Instructional Coach

TSGA MISSION

TSGA will ensure high levels of learning for ALL students through individualized educational and social needs to aid in developing citizens of character and life-long learners.

TSGA VISION

TSGA will create a structure and culture to ensure all students are learning to and through the 6th grade level, through demonstration of our collective behaviors, positive thinking, utilization of best practices, and collaboration to ensure continuous growth for both students and staff.

TSGA COLLECTIVE COMMITMENTS

In order to fulfill our fundamental purpose and become the school described by our vision statement, each member of our staff commits to the following:

- I will be a positive, contributing member of my collaboration team.
- I will teach the essential learning of our agreed-upon curriculum, unit by unit.
- I will monitor each student's learning on an ongoing process through classroom assessment and common team-developed formative assessments.
- I will utilize evidence of student learning to inform and improve my classroom practice to better meet the needs of individual students.
- I will keep parents informed of their child's progress.
- Through collaboration I will share resources and have an open mind to new ideas to best meet the needs of students.
- I will follow through on my commitments as it pertains to our students.
- I will commit to bettering my own practice to support all student by utilizing both research-based and best practices.

Turner USD 202 does not discriminate on the basis of sex, race, color, national origin, religion, disability, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact the school district's ADA and Section 504 Coordinator, the Assistant Superintendent of Administrative Services, 800 South 55th Street, Kansas City, Kansas 66106, 913-288-4100.

ROLE OF THE STUDENT

Turner Sixth Grade Academy is a place of learning. The primary mission and purpose of our school is to help students learn and prepare for a successful and productive future. It is our goal to create the best possible academic environment for students and teachers at Turner Sixth Grade Academy. Important characteristics needed by students include the desire and willingness to prepare for a successful and productive life.

Responsibilities of the student are:

- Attend class regularly and report to class on time.
- Bring appropriate learning materials to class: charged iPad, pencils, planner and string bag.
- Build partnerships with others (teachers and peers).
- Make challenging academic choices.
- Learn about interests and strengths and how they create pathways to college and career goals.
- Prepare for and participate in the learning environment.
- Self-monitor and model digital citizenship to protect learning time and minimize distractions.
- Work positively and productively with peers, teachers, administrators, and parents to achieve your goals.

ROLE OF THE PARENT

Parents have a very important role in the education of their child. Parents' support and interest have a positive impact on their child's success. Parents can help their student be successful by doing the following:

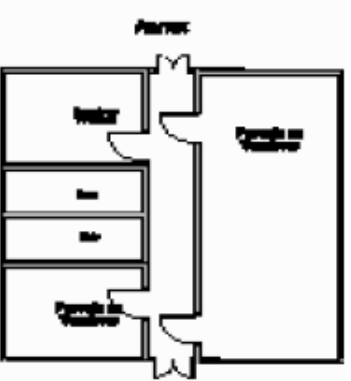
- Show a sincere interest in the academic and extracurricular activities of their student by actively engaging in conferences and school wide programs and events.
- Emphasize the importance of punctual and regular attendance.
- Establish and maintain open communication with the school.
- Take responsibility for the student's health, personal cleanliness, grooming and appropriate clothing.
- Monitor and model digital citizenship to protect learning time and minimize distractions.
- Assume responsibility for working with school personnel to solve behavior problems.
- Encourage and expect that your child respects the law, other people, and the property of others.
- Help your child take responsibility for their own actions. Students need your encouragement and support to make the right choices.

TSGA BELL SCHEDULE

ELA, math, science and social studies are scheduled in blocks. ELA and math meet every day. Science and social studies rotate each day. Exploratory classes (music, art, mobile media, PE) are scheduled in single periods and rotate by day.

Period	Time	Block
Homeroom	7:40 – 8:03	Homeroom
WIN Time	8:05 – 8:45	WIN Time
First	8:47– 9:28	Block 1
Second	9:30– 10:11	
Third	10:13– 11:54	Block 2
Fourth	10:56– 11:37	
Fifth	11:39 – 12:24	Block 3
Sixth	12:26– 1:34	
Seventh	1:36– 2:17	Block 4
Eighth	2:19– 3:00	
Homeroom	3:02– 3:05	Homeroom

Lunch A:	11:50 – 12:15
Lunch B:	12:20 – 12:45
Lunch C:	12:50 – 1:15



Turner Sixth Grade Academy



ACADEMIC SUPPORT

ACADEMIC SEMINAR

Seminar is held weekly on Fridays and is a 40-minute structured time with specific focus. The focus cycles through teambuilding, character education lessons, clubs, Xello, Bulldog Break and academic seminar.

BOOST

The Turner Sixth Grade Academy offers an after-school tutoring program called BOOST. The program is offered on Tuesday - Thursday after school. BOOST starts at 3:10 p.m. and concludes at 4:30 p.m. Students are recommended by their teacher based on classroom observations, content area proficiency, and standardized assessment performance. Students who are recommended by teachers are strongly recommended to attend BOOST and take advantage of small group and one-on-one instruction and interventions. As students demonstrate proficiency in content areas, they may graduate out of BOOST. Transportation is provided for those participating in BOOST.

SECTION 504 SERVICES

Section 504 of the Rehabilitation Act of 1973 and the Family Educational Rights and Privacy Act prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: 1. has a mental or physical impairment which substantially limits one or major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); 2. has a record of such impairment; or 3. is regarded as having such an impairment. To fulfill obligations under Section 504, the Turner School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational

records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment. If there are questions, please feel free to contact the Section 504 Coordinator at 288-4100.

SPECIAL EDUCATION SERVICES

The Turner District provides a wide range of services for students who have special needs. Special education for disabled or gifted students is provided to students who meet current state and federal guidelines. Whenever possible, all attempts are made to provide additional assistance to identified students within the general education classroom. The focus of Special Services is to develop a close collaborative relationship with parents, general education teachers and special services teachers for meeting the needs of students with special needs. Questions about how a student may receive additional support can be directed to the building principal or to the Director of Special Services at 288-4181.

SIT (STUDENT IMPROVEMENT TEAM)

The team, consisting of a select group of teachers and staff, functions as a problem-solving team to support children who are not meeting their potential academically. Parents and teachers may request support or intervention from the team at any time during the year to help every student achieve success.

WIN TIME

What I Need (WIN) time provides tiered intervention for students to receive enrichment or remediation across content areas, with a focus on ELA and math. Students will receive interventions from their homeroom teacher, a content specific teacher or another certified staff member.

ATTENDANCE

Turner USD 202 district policy states, regular attendance impacts students' academic success. Sixth graders rely on family members/guardians to get to school on time every day. Students should only miss school when necessary as one cannot recreate classroom learning opportunities. The benefit of classroom discussions,

cooperative learning, problem solving, and “ah ha” moments are lost forever for the student who is absent or tardy. Regular and timely attendance is critical to a student’s academic success as well as prepares them for the real world. If a student is not in regular attendance, they may not be eligible for promotion to seventh grade. Students may be excused from school for 10 days with verified permission of a parent/guardian. Further absences are unexcused unless a doctor’s note is received by the school office. Students may receive credit for work within two days for each day of absence. Students may not receive credit for work if the absence is unexcused.

Students arriving to school late may only be excused five times per semester. Seven or more tardies are the equivalent to one unexcused absence and does factor into the absence calculation for referral to the Department of Children and Family or the district attorney under the compulsory attendance law. TSGA will take disciplinary action to address tardy concerns. Parents will receive a “warning” phone call from the office regarding excessive tardies that will result in disciplinary action by administration.

TSGA will take disciplinary action to address tardy and absence concerns. Excessive excused tardies and absences are rarely excusable and will not be subject to disciplinary action, however, are subject to verification.

PROCEDURES

ARRIVAL AND DISMISSAL

TSGA official school hours are 8:05-3:05 PM.

MORNING

1. BUS RIDERS will arrive at approximately 7:40 AM each morning at the SOUTH side of the building. Upon exiting the bus, students may get breakfast and then go to their homeroom.

2. CAR RIDERS must be dropped off at the NORTH side of the building in the front drive starting at 7:40 AM. Car riders may breakfast and then go to their homeroom.

3. WALKERS may arrive at 7:40 AM or after. Then they may get breakfast and then go to their homeroom.

AFTERNOON

1. BUS RIDERS will be dismissed to the busses by their classroom teacher starting at 3:05 PM.

2. CAR RIDERS will be dismissed at 3:05 PM by the main entrance of the building. They will enter their car as it comes through the front drive.

3. WALKERS will be dismissed at 3:05 PM.

BIST PROCEDURES

TSGA uses the Behavior Intervention Support Team (BIST) Model to manage classroom behavior. BIST is a research-based program which teaches students how to self-regulate their behavior and express themselves in an appropriate manner when conflicts arise. The model uses a continuum of supports to teach students to process their choices and make better decisions in the future.

CANDY/FOOD/GUM/DRINKS

Students are not allowed to have candy, food, gum, or drinks in the classroom or hallway except for special occasions or when approved by the classroom teacher.

CHANGE OF ADDRESS OR PHONE

If there is a change of address or phone number during the school year, parents/guardians need to notify the school office immediately so that we can easily reach a parent or guardian for any school related needs. Edits should also be submitted by the parent/guardian through the Infinite Campus Parent Portal.

CLUBS

Clubs available to our students include:

- Art Club
- Choir
- Cooking Club
- Girls on the Run
- Let Me Run
- Math Club
- Science Club
- Student Council
- Tech Club
- Writing Club
- Other options may be added based on student interest

COMMON AREA EXPECTATIONS

Common area expectations are designed for student safety and to create smooth transitions throughout the day. TSGA staff review common area expectations

throughout the school year as well as have them posted in the building. Common areas include: bus, hallways, classrooms, restrooms, and the cafeteria.

COMMUNICATION

At TSGA we welcome any questions, suggestions, comments or concerns. If it is a question about a specific class, it is suggested that you contact that teacher directly for additional information. Please do not hesitate to contact the building principal if that does not answer your question and/or resolve the issue.

For Instruction and Discipline Concerns:

1. Classroom Teacher
2. Principal

For Transportation Concerns:

1. Director of Transportation (288-3700)

CONFERENCES

Parents are invited to formal conferences twice a year. These conferences provide an opportunity to enhance home/school communication. Additionally, conferences may be scheduled at other times when parents or teachers consider them necessary.

At TSGA our formal conferences are not scheduled like elementary, but on a first come, first serve basis. Your child will have multiple teachers which means you can visit with each of them. You will receive a conference form when arriving from a staff member and then you can visit them in any order you wish. Your child is welcome to attend.

During the school day, the teacher's primary responsibility is his or her classroom. If there are children in the room, a teacher is not available for individual conferencing. Each teacher has planning time during the day, before, or after school. If you need to discuss your child, or confer with a teacher in any way, please, don't hesitate to call to schedule an appointment at a time convenient for both parties.

COUNSELING

The purpose of guidance and counseling is to help each student realize his or her potential in life. The counselor helps students identify goals and plan strategies to reach those goals. The counselor has a code of ethics by which he or she keeps confidential everything told to him or

her in a counseling session unless there is clear and imminent danger to the student or others. Students wishing to see the counselor should retrieve a counselor self-referral form kept in the box outside the counselor's door. Students should return the self-referral form to the office or hand to another staff member to deliver to the counselor. The counselor will consult with his/her teacher and schedule an appointment as soon as possible. Teachers and students may arrange a joint conference with the counselor. Counseling services are available to any student involved in a disciplinary matter. The counselor assists the building administrator/office with student schedules. Schedule changes are discouraged and may be made only with the administrator's approval. A parent/guardian conference with an administrator is required to consider any change.

CRISIS PLAN

All buildings have a current crisis plan on file. Practice drills are implemented throughout the school year to increase student and staff awareness of standard safety procedures. Turner USD 202 uses the Standard Response Protocol. In the event of a crisis, please note that to ensure safety, students may be moved to another location for dismissal. Students will be released only after the legal parent or guardian has provided identification.

DANCES & OTHER FUNCTIONS

1. Unless approved by the administration, students may not attend a school function if they have an absence, suspension, or expulsion on the day of a function.
2. Only current TSGA students may attend dances. Parents, student mixers/dances are for students only, as this is a time for them to socialize with their peers and develop social skills. Should you need to contact your student in case of emergency during a social event, the office will be open and available to receive your call. As always, staff always monitors students for their well-being and safety.
3. Once a student enters a social event, he or she may not leave and then return.
4. The rules and regulations in this handbook apply to all extracurricular activities.

DRESS CODE

In accordance with TUSD 202 Dress Code Policy, student's dress and grooming should not distract from the educational climate. Sixth graders are at a unique

stage developmentally and physically and need the support of their parents, as well as teachers, to understand what dress is appropriate. Statements written to communicate to others on the face or body are prohibited. Dress code is strictly enforced to protect your student and maintain an educational environment conducive to learning. If a student does not comply with this policy, the building principal may issue a disciplinary consequence.

HANDBOOK

The TSGA Handbook is intended to be informational and useful for students. Included in these pages is information needed by students, parents or guardians and staff. Due to limited space, not all rules, policies and procedures that could affect students, parents/guardians and staff are included in this agenda. It is understood that students are to follow all Turner USD 202 district policies even if they are not specifically cited in this handbook.

LOST & FOUND

Students who find lost articles are asked to bring them to the office before or after school. Found articles not claimed within a reasonable amount of time will be donated to charity.

RESIDENCY (See policy JBC)

To attend school in the Turner School District, a student must reside with a parent or legal guardian (usually appointed by the court) within the geographical boundaries of Turner USD 202. TUSD and TRC employees' children may also attend. Students who relocate outside of the TUSD attendance boundaries may apply for continuing enrollment if they have attended for four consecutive semesters and are in good standing (See Policy JBCAA). For information contact the Office of Student Services at (913) 288- 4123.

SAFETY DRILLS

Safety drills are held regularly to develop safety practices enabling students to move quickly and in an orderly manner to the designated safety area during an emergency. Teachers are required to review safety rules on a regular basis and keep them posted in their classrooms.

SALES IN SCHOOL

Students may not sell any items in school except as a member of an approved school group. Sales by school sponsored groups are permitted only with prior approval of the principal.

SCHOOL CANCELLATION

If hazardous weather forces schools to close, announcements will be made on local radio, television stations, social media and an auto dialer will attempt to phone the number placed on file with the district. Turner is identified as "Turner USD 202." All-day closings are announced on either 10 P.M. or 6 A.M. broadcasts. Should schools dismiss early due to weather, announcements will be broadcast. Parents are urged to carefully instruct their children of what to do in case of early dismissal when an adult is not at home.

In extreme weather conditions, the start time for all students may be delayed by two hours.

- Sixth Grade Academy students will be in session from 10:05-3:05.
- Transportation – ALL BUS ROUTES will be on a TWO-HOUR delay which means all pick-up times will be delayed by 2 hours from normal pick-up times.
- Student dismissal will occur as regularly scheduled.
- Food Service – No breakfast will be served; however, lunch will be served.

SCHOOLGY

The Turner School District utilizes an electronic learning management system (LMS), Schoology. Parents that have an Infinite Campus parent portal account automatically receive a Schoology account. Parents use the email on file with the district to login to Schoology. Within the application you can monitor your child's daily assignment progress and easily communicate with your child's teacher. Parents are encouraged to enable the daily or weekly report in the notifications section to receive an email summary of your child's progress. For information contact the Office of Student Services at (913) 288- 4123.

STRING BAGS & COATS

String bags may be used to move materials from class to class; however, backpacks and coats are to be left in the student's homeroom. Small purses are acceptable;

however, we encourage students to use sting bags to store essentials.

Students may wear fleece, sweatshirts, and hoodies in class as they do not create a safety hazard.

SURVEILLANCE CAMERAS (See JGGA and JGGA-R)

In order to provide for a safe and orderly environment for our students, staff and patrons, TSGA is equipped with surveillance cameras located in specified interior and exterior areas of the building, including the office.

TECHNOLOGY

TSGA upholds all TUSD 202 board policies pertaining to the use of technology. In a 1:1 learning environment TSGA staff understands the importance of modeling and teaching Digital Citizenship. Digital Citizenship is defined as one's ability to advocate and practice safe, legal, and responsible use of information and technology.

Students will focus closely on Digital Citizenship in Mobile Media and apply what they learn across the curriculum. Technology is an integral part of the learning process, and to utilize technology for educational purposes, we maintain high expectations for students' adherence to district and building user agreements.

SOCIAL NETWORKING POLICY

Students accessing "social networking services" such as Facebook, Snap Chat, Instagram, and others should carefully read the terms and conditions set forth by such services. The Children's Online Privacy Protection Act as well as Facebook strongly discourages sharing personal information online for children under the age of 13. Students are solely responsible for the content on their sites. In addition to violation of TUSD 202 policy, the posting of inappropriate material may subject students to criminal and civil penalties. As stated in terms and conditions of networking services like those mentioned above, students should refrain from posting material that is deemed to be criminal; harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another's privacy; or infringing on copyright.

CYBER BULLYING

TSGA staff is committed to providing a positive and productive learning environment. TSGA staff commits time, professional development, and resources to develop students' skills and character traits that promote success and happiness throughout their life. Students who violate TUSD 202 Cyberbullying, which states using any electronic communication device to convey a message that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identify, is subject to loss of privileges, discipline, up to and including expulsion. To protect students and the sanctity of the learning environment, TSGA will uphold TUSD 202 Cyber Bullying Policy and terms for violation (up to involving law enforcement as necessary).

ELECTRONIC DEVICES

TSGA is fully committed to technology, and we understand many students own cell phones for safety reasons. When students arrive to school, cell phones are to be kept silent and put away during the day. They should not disrupt the learning environment. If a student needs to call home, they are to use school phones. Cell phones and other electronic devices can potentially disrupt classroom instruction and learning and can be targets for theft. If a student is caught with a cell phone or other electronic device out or in use without teacher permission, he/she is subject to disciplinary action. TSGA is not responsible for loss or theft of cell phones. TSGA is not responsible for loss, theft, or damage of personal property. Personal devices of value should remain at home.

Dear Parents:

Our school will be administering to students an annual statewide needs assessment, called the *Kansas Communities That Care Student Survey* in mid-December and early January. The purpose of the survey is to gather information to combat such problems as alcohol and other drug use, bullying, gambling and violence in our schools and communities. The study will be conducted with students in the sixth, eighth, tenth and twelfth grades.

I believe this survey is a good tool for teachers and parents to understand the extent of drug and alcohol awareness by our kids, as well as the extent of substance use. More importantly, I believe it is a worthwhile undertaking that will help create more effective prevention programming by our school and various community organizations to address problems associated with alcohol and drug use.

The survey includes questions on alcohol, drugs, tobacco, and family and community factors related to substance use. You may also be interested to know the following:

1. **It is completely anonymous.** Students will not be asked for their names on the questionnaire, nor will anyone be able to connect any individual student with his/her responses. School staff will not see any one student's responses, but only summaries of results. To further guarantee anonymity, results will not be reported on any particular question without sufficient response from enough students.
2. **Participation is entirely voluntary.** Your child may decline to participate in the survey or may simply skip any particular question they do not wish to answer.
3. **Annual participation is important.** Even if your child has participated in previous surveys, annual data is extremely helpful in determining the effectiveness of previous efforts and changes in program areas.

I hope you will allow your child to participate in this statewide effort. Please check the appropriate box below. All parents must sign and return this form to school. Thank you in advance for your cooperation.

Sincerely,



Joy Engel
Assistant Superintendent of Student Services

-
- Yes, or Si, I do want my child(ren) to participate in the Kansas Communities That Care Survey.
- No, I do NOT want my child(ren) to participate in the Kansas Communities That Care Survey.

Student Name(s) _____
Nombre de estudiante

Parent Printed Name
Nombre impreso padre

Parent Signature
Firma del padre

Saludos Padres:

Nuestra escuela administrara una encuesta en todo el estado para evaluar nuestras necesidades, llamada the *Kansas Communities That Care Student Survey*. Los resultados de la encuesta seran utilizados para asistir en planificar programas de **prevención** de abuso de drogas y otras substancias en nuestras escuelas y en nuestra comunidad. La encuesta es patrocinada por Servicios de **Adicción y Prevención** del Departamento de Servicios Sociales y Rehabilitación de Kansas.

Yo creo que la encuesta es un buen instrumento para los maestros y los padres comprender que nivel de conciencia tiene nuestros estudiantes, y a que punto llega el uso de substancias. Creo que vale la pena tomar este **empeño** que nos ayudara crear programas para nuestras organizaciones escolares y comunitarias que ayudaran combatir problemas asociados con el uso del alcohol y drogas.

La encuesta incluye preguntas sobre alcohol, drogas, tabaco, y factores de familia y comunidad relacionados al uso de substancias. Usted se interesara en lo siguiente:

1. La encuesta es totalmente anónima. No pediremos nombres sobre la encuestat, ni podra alguien conectar un estudiante individual con sus respuestas. El personal escolar no vera las repuestas de un solo estudiante, solamente un resumen de los resultados. Para garantizar el anonimato, resultados no seran reportados para la preguntas en donde no hay suficientes respuestas.
2. Participación es totalmente voluntaria. Su hijo/hija puede elegir no participar en la **empeño** o no responder a quelquier pregunta.

Espero que usted permita a su hijo/hija participar en este epeno estatal. Gracias por adelantado por su **participación**.

Sinceramente,

Joy Engel



**TUSD 202 HOME USAGE AGREEMENT FOR
DISTRICT-ISSUED MOBILE DEVICE**

I understand Turner Unified School District 202 has authorized my use of a district-issued mobile device for educational purposes. I am responsible for bringing the device to school each day with a full charge. In accepting and/or using the mobile device, I agree to be bound by the terms and conditions which follow.

- I will maintain a password lock on the device with a maximum 2-minute delay.
- I will keep device in a district-approved or district-issued case at all times.
- I will ensure the device is kept in a secure, locked location when not in my direct possession.
- I will immediately report any stolen or lost device to the school office and Turner technology office at (913) 288-4162.
- All software and applications on the device will be appropriate for an educational setting.
- I will not add any unauthorized or personal e-mail accounts to the device.
- During school hours all internet access will be subject to the District’s content filter. Home access will be moderately controlled by the District however the student and parent will be responsible for the monitoring of internet activities.
- I understand the \$20 usage fee assessed covers **the first** accidental damage or normal usage deterioration of the device. Damage will be fixed by the district at no charge to the parent/guardian one time. If a device is damaged a second time the student will be charged \$100. Any subsequent damage, the student will be charged the full cost of the repair. In the case of intentional damage or vandalism, the responsible individual will be charged the full cost of the repair.
- I understand if the device is lost or stolen, parents/guardians will pay the following deductibles;
 - First claim: \$200 for loss*
 - Second claim: \$300 for loss*.
 - Full value of refurbished mobile device in the case of a third claim.
- Failure to return the device by the school-issued return date will result in filing of a police report. Return dates will be announced by each school.
- A fee will be charged for replacement cases due to loss or damage.
- I have read and understand the Turner USD 202 Acceptable Use Policy. I agree to follow all rules outlined in **Board Policy JT**.
- Making changes to the operating system will result in immediate loss of privileges as well as possible disciplinary action and/or appropriate legal action.
- District administration reserves the right to suspend home access privileges. Related usage fees are non-refundable in cases of suspension.
- I agree to review the videos on monitoring my student’s iPad posted on the Turner USD website at www.turnerusd202.org, Resources – Parent Resources – Ipad Information.

* In cases of loss, district administration reserves the right to determine whether the device may be taken home in the future based on the result of an investigation.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.

Student Name: _____	Parent Name: _____
Student Signature: _____	Parent Signature: _____
Date: _____	

For Office Use Only:

<input type="checkbox"/> Fees Paid	<input type="checkbox"/> Acceptable Policy Submitted
Make/model (laptop only): _____	iPad/laptop serial # _____