

INFORMATION FROM ADMISSIONS & OFFICE



Please review the information below. The original, valid State of Alabama immunization form should be submitted to the Admissions Office before the first day of school. In addition, please submit a copy of your child's birth certificate and a recent photo. The directory form, medication release, authorized pick-up form, and extended day information will be mailed during the summer. Please return all forms to the Office by August 1. Thank you.

****By the law in Alabama, children of all ages may not start school in August without a valid, original State of Alabama Immunization Form (Blue Slip/Card).**

STUDENT RECORDS

Upon enrollment at The Academy of Arts and Sciences a student record file is established and subsequently maintained for each child.

A) This file will include:

- application form;
- signed Student Contract;
- copies of legal guardianship/access instructions and/or restrictions (e.g. custody and related court orders), (if applicable);
- copy of relevant medical information and State of Alabama original immunization document;
- copy of child's birth certificate and photo of child;
- copy of medication document;
- achievement test scores & report cards from previous school (if applicable).

B) Confidentiality of Records

The information contained in each child's files is confidential – that is, private and personal. Student record files will be kept in a locked filing cabinet. Any information contained in these files will only be released upon written consent of the parent/legal guardian with the exception of The Academy of Arts and Sciences being served with a valid court order requiring the release of information to parties identified by the court.