



Caspar Creek Learning Community

A Program of Pivot Charter School North Bay

Dear Caspar Creek Learning Community Students and Parents,

Pivot Charter School has had a very successful first year collaborating with the Caspar Creek Learning Community (CCLC). We are proud to be working with everyone at CCLC and look forward to the upcoming 2019-2020 school year.

Enrollment

Enclosed you will find a re-enrollment form for the 2019-20 school year that will need to be completed and returned in order to secure your enrollment in the program. Please complete the re-enrollment form by **April 30th 2019**. Currently enrolled students will have priority enrollment until this time. After this date, open enrollment will begin for new students. At this time, the priority enrollment criteria outlined in our charter will take effect. This means that siblings of currently enrolled students and children of staff will be enrolled first. But they must get their enrollment forms in by the open enrollment deadline. The open enrollment window will be from **May 1st 2019 to May 10th 2019**. We will be monitoring enrollment numbers closely and may reach a point where enrollment is over prescribed (over enrolled). At this time, the law requires that we move to a waitlist and random public lottery system for enrollment. As spaces become available in the school, we are legally required to provide priority enrollment to siblings of current students and children of current staff. If there are more students on the priority list than spaces available, they too will have a lottery drawing. All general enrollment that are not priority students according to our charter will be placed on a waitlist. If spaces become available, lottery drawings will be held at the same time each week. We will only draw the amount of spaces that become available the prior week. To ensure confidentiality, students' local ID numbers will be used to draw the students from the waitlist. Please keep in close contact with the school in order to know where your student is in the enrollment process.

Pivot Charter School North Bay and Caspar Creek Learning Community are looking forward to this exciting collaboration!

Sincerely,

A handwritten signature in black ink that reads "Jayna Gaskell". The signature is written in a cursive, flowing style.

Jayna Gaskell
Executive Director



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Re-Enrollment Form 2019-2020 School Year

Please update your information with us for re-enrollment in Caspar Creek Learning Community, a program of Pivot Charter School North Bay, and return to:

Anna Toso
Admissions Coordinator
 2999 Cleveland Avenue Suite D
 Santa Rosa, CA 95403
Phone: 707-843-4676 **Fax:** 707-544-2908
Email: atoso@pivotcharter.org

Student Information				Pivot Use Only	
				Form #:	
				Date Received:	
				Date Complete:	
First Name:		Middle Name:		Last Name:	
				Suffix:	
Grade level:		Birthdate:	Home Phone:	Student Cell Phone:	Student E-mail Address:
Have your addresses changed?					
<input type="checkbox"/> No <input type="checkbox"/> Yes *Please provide new proof of residency (utility bill, rental/mortgage agreement, or other)					
Physical Address					
Street Address:			City:	State:	Zip:
Mailing Address					
Street Address:			City:	State:	Zip:
Housing Type:					
<input type="checkbox"/> Permanent Housing	<input type="checkbox"/> Temporary Shelters	<input type="checkbox"/> State Hospital	<input type="checkbox"/> Licensed Children's Institution	<input type="checkbox"/> Unknown	
<input type="checkbox"/> Temporarily Doubled Up	<input type="checkbox"/> Hotels/Motels	<input type="checkbox"/> Residential School/Dormitory	<input type="checkbox"/> Development Center	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Temporarily Unsheltered	<input type="checkbox"/> Foster Family Home/Kinship Placement	<input type="checkbox"/> Health Institution	<input type="checkbox"/> Incarceration Institution		
Parent / Guardian Release					
I grant full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Permission to include student information in the School Directory.					
<input type="checkbox"/> Yes <input type="checkbox"/> No					



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Health Information			
Medications taken by student at school or at home (written authorization from doctor required for medication taken at school):			
New health condition(s) since original enrollment:			
Parent / Guardianship Information			
Has there been a change in custody? <input type="checkbox"/> No <input type="checkbox"/> Yes *Please provide updated custody documentation			
Parent/Guardian 1			
Name:		Relationship to Student:	Lives with Student?
Street Address: <input type="checkbox"/> check if same as student		City:	State: Zip:
Home Phone:	Cell Phone:	E-mail Address:	
Parent/Guardian 2			
Name:		Relationship to Student:	Lives with Student?
Street Address: <input type="checkbox"/> check if same as student		City:	State: Zip:
Home Phone:	Cell Phone:	E-mail Address:	
Emergency Contacts			
Contact 1 Name:	Relationship to student:	Phone Number 1:	Phone Number 2:
Contact 2 Name:	Relationship to student:	Phone Number 1:	Phone Number 2:

I certify that all of the required paperwork is included and all statements and information provided are true and correct to the best of my knowledge.

Parent Signature: _____ Date: _____



Household Income Data Collection		
Student Last Name:	Student First Name:	Student Birthdate:
School: Pivot Charter School North Bay	Grade:	School Code: 0138065
<p>Who should I include in "Household Size"? You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do not include them.</p> <p>What is included in "Total Household Income"? Total Household Income includes all of the following:</p> <ul style="list-style-type: none"> Gross earnings from work: Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income. Welfare, Child Support, Alimony: Include the amount each person living in your household receives from these sources, including any amount received from CalWORKs. Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits: Include the amount each person living in your household receives from these sources. All Other Income: Include worker's compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits and foster payments received by your household. Military Housing Allowances and Combat Pay: Include off-base housing allowances. Do not include Military Privatized Housing Initiative or combat pay. Overtime Pay: Include overtime pay ONLY if you receive it on a regular basis. 		
Household Size (Total number of adults and children living in the household): _____		Total Annual Household Income: \$ _____
Home Phone Number:	Cell Phone Number:	E-Mail Address:
<p><i>I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.</i></p>		
_____ Signature of adult household member completing this form	_____ Printed name of adult household member completing this form	_____ Date
<p><i>The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.</i></p> <p>For additional information on Household Size and Gross Household Income, please see the Eligibility Manual for School Meals on the U.S. Department of Agriculture Guidance and Resource Web page at http://www.fns.usda.gov/cnd/guidance/default.htm.</p>		