

The Villages® Charter School

Enrollment Office

Dear Parent,

Thank you for your interest in The Villages Charter School. Our School was created to provide a quality education as a benefit to the children of the people who have dedicated themselves to the creation of The Villages.

The Villages Charter School operates by a Charter Agreement approved by the Sumter County Board of Education and the Florida State Department of Education. Unlike traditional county schools, our enrollment criteria are based upon one of the parents/guardians' place of employment rather than the geographic address of their home.

Listed below are the categories of qualifying employment:

Employment is verified on each new applicant, and will be verified on a monthly basis for all enrolled students.

Category I - Direct employee of any business identified as a Villages Company.

Category II - Any Community Development District or Special District over any portion of The Villages and Business Partners under direct contract (other than a lease) with a Villages Company. Business Partners in this Category include those providing construction services, maintenance, or other similar services, or supplying general support services such as legal or accounting within The Villages. Only those employees that are working on Villages Projects qualify. This category must have a direct contract with a Villages Company. The work and/or services provided to the Villages Company must be regular and on-going and that work must be paid for directly from the Villages Company. For businesses who perform regular and on-going services to a Villages Company, but who also performs services for other businesses and residential (non-Villages Company) – only that work provided to and paid for by the Villages Company will be considered as under direct contact, and only those employees performing those services under direct contract work are eligible for the benefits of The Villages Charter School.

Category III - Employee of Business Partners who lease directly from a Villages Company or that own a permanent business site purchased directly from The Villages and from which they operate their business within The Villages.

Category IV - Business Partners that leases a permanent business site from a non-Villages entity or that purchased a permanent business site from a non-Villages entity, from which they operate their business within The Villages. The Villages Charter School Enrollment Committee will review each applicant in this Category to confirm, in its sole discretion, that the Business Partner participates in and benefits the development of The Villages.

The Villages Charter School shall not discriminate on the basis of race, ethnicity, national origin, gender, or disability. No student shall, on the basis of race, ethnicity, national origin, gender, or disability be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity.

Placement is based on the parent's category of employment and priority is given to full-time employment (40 or more hours) versus part-time employment (under 40 hours). Priority is also given to students who have siblings already enrolled in the Villages Charter School.

**Please see page 2 for Enrollment Procedure and
Required Document Checklist**

Page 2
Enrollment Procedure

We will begin to contact/place new students for the upcoming new school year after the previous school year has ended. Typically, this falls on the first business day after June 1.

Once your employment has been verified and we anticipate that we have space available for your category of employment in the grade level of your child, we will notify you by phone. We will set an appointment for you to meet with the Guidance Clerk at the building where your child will attend. You will need to provide COPIES of your child's documentation at that meeting. **Please DO NOT include these documents with the Pre-Enrollment Eligibility Application that you submit to the Enrollment Office. Wait** until you meet with the Guidance Clerk at your child's building to provide these documents.

You will need to provide COPIES of all listed documentation within one week of your meeting the Guidance Clerk in order to proceed further with the application process. If the requested documentation is not provided to us within one week, the anticipated opening will be offered to an eligible applicant that has provided the necessary documentation.

Required Documentation Checklist
Copies Only

- Last Report Card** (Copy)
- Test scores from previous year** (i.e., FSA or Standardized Test)-(Copy)
- Transcript** (High School Only) (Copy)
- Birth Certificate** (State Certified Copy)
- Social Security Card** (Copy)
- Florida Immunization Record(DH Form 680, DH Form 681)** – (Copy)
- Discipline and Attendance Records** (Copy)(Discipline issues that resulted in In-School or Out-of-School Suspension) (Copy)
- School Physical** (within one year of application/enrollment-DH Form 3040, High School Only: FHSAA Form E2) (Copy)
- Individual Education Plan** (RTI-Response to Intervention, IEP-Individual Education Plan,ESOL,504 Plan) (Copy)

If applicable please submit with Pre-enrollment application

- Court Order Papers (Please see School Board Policy on file in the Central Office if you are not the natural parent)** (Copy)
- Marriage License** (if step-parent is to be the qualifier or if the step-parent is to perform Parent Involvement Hours) (Copy)

We appreciate your cooperation and patience during the application and admission process. With the many families who are anxious to attend VCS our hope is to make the enrollment process as smooth and easy as possible.

We are pleased that you want to receive the benefit of a school where a supportive community of students, parents and staff tailor the educational experience to meet individual needs, resulting in successful, well-rounded, responsible individuals with an entrepreneurial spirit. We look forward to a rewarding relationship between The Villages Charter School and your family.

Best regards,

Tara Milow

Tara Milow
VCS Enrollment Coordinator

The Villages® Charter School

2020-2021 Pre-Enrollment Eligibility Application

Please print. Fill form out completely. Incomplete forms will NOT be accepted.

(Mother) Must be Parent or Legal Guardian (Father) Must be Parent or Legal Guardian

Mailing Address where child resides

Home Phone Work Phone Cell Phone E-Mail Address

Please list any Step-Parent(s) that is/are eligible to do Parent Involvement time for this student(s).

(Step-Mother) (Step-Father)

Eligibility

Parent / Legal Guardian
Step-Parent / Grandparent

Full name of parent or Legal Guardian that works for an eligible Business Partner Your Relationship to child (PLEASE CIRCLE)

Name and location address of Employer Employer Phone

What is the location address of where you physically work? _____

What is your job title? _____

How many hours per week do you work on Villages Property? _____

How many hours per week do you work in your qualifying position with an eligible Business Partner? _____

What are your job duties? _____

Are you a permanent employee of this company? _____ Are you a sub-contractor to this company? _____

Are you a pool employee for this company? _____ Are you PRN for this company? _____

Parent/Legal Guardian: _____

Signature

Date

New Student(s) that are applying for enrollment

1. Does this child/children have any special needs or learning disabilities? Yes or No

If yes, A current valid IEP must be received prior to the student being considered for enrollment.

2. Has this child/children been previously enrolled at VCS? Yes or No

If yes, what school year were they enrolled? _____

NEW Students' Name Name as it appears on Birth Certificate	NEW Grade for 2020-2021 School Year Must be of school age by Sept. 1, 2020	Date of Birth	*Special Needs Gifted, RTI, ESE, IEP, 504 Plan, Speech, ESOL, or None DO NOT LEAVE BLANK	Last School Attended Name of Public, Private, Home Schooled

SECTION 1006.07(1)(B), Florida Statutes (District school board duties relating to student discipline and school safety), requires each district school board to adopt rules that require each student at initial registration for school enrollment in the district to report any previous school expulsions, arrests resulting in a charge, and juvenile justice actions the student has had.

LIST ANY PREVIOUS SCHOOL EXPULSIONS, ARRESTS OR JUVENILE ACTIONS THE STUDENT HAS HAD:

Currently Enrolled Student(s)

Please list any siblings that are currently enrolled at VCS:

For Office Use Only

App Date	Pending	Notes
Category	Enrolled	
Level	Declined	
Siblings	PI PW	
Verified	Scan Card	
Method	Skyward	

The Villages® Charter School

Este formulario debe ser llenado por su empleador/patron

Proof of Employment

Please fill form out COMPLETELY.

As a benefit to all qualified employees working for The Villages (Category 1), its qualified direct sub-contractors (Category 2) and/or Business Partners (Category 3), their child(ren) may be eligible to attend The Villages Charter School. Eligibility for enrollment requires verification that the parent or legal guardian is eligibly employed. As an employee of your company, _____ would like to enroll their child(ren) _____ in The Villages Charter School. VCS requires a **signed** and **notarized** Proof of Employment Form from an authorized representative before enrollment can take place.

Acceptable Authorized Representative

Category 1 (direct employees of The Villages): Compass HRM

Categories 2 & 3 (Direct Sub-Contractors to The Villages and Villages Business Partners) Business Owner of Record, General Manager or Physician (Authorized Representative MUST attach their business card to Proof of Employment)

EMPLOYER'S PROOF OF EMPLOYMENT STATEMENT

All Categories of Employment must complete this section

I, _____ certify that _____ is currently and actively

(Employer's Authorized Representative) Employee Name) Compass ADP# (Category 1 only)

employed by _____
(Company Name and Mailing Address) (Company Web Address)

(Signature of Owner/Authorized Representative) (Title) (Phone) (Date)

(Contact Person for Employment Verification) (Contact Phone) (Email Address)

What is the hire date for this employee? _____ What is the start date for this employee? _____

What is the location address where this employee physically works? _____

What is this employee's job title? _____

What are this employee's job duties? _____

Are they a permanent employee of this company? _____ Are they a sub-contractor to this company? Yes / No

Are they a pool employee for this company? _____ Are they a PRN employee? _____

How many hour per week does this employee work in their qualifying position? _____

Only CATEGORY 1 OR 2 Businesses should complete this section

Department Name: _____ Contact: _____

Compass HRM-Employee ADP# _____

Please notify the Enrollment Office if this employee no longer works for your company in their qualifying position, on Villages Property or if any of the above information changes. Understand that providing false information regarding your employee's status will jeopardize your business relationship with The Villages of Lake-Sumter, Inc.

NOTARIZATION-All Categories of Employment must complete this section

Notarization Required of Authorized Representative's Signature - Document will not be accepted without Notarization

State of _____ County of _____

The foregoing instrument was acknowledged before me this date by _____ who is
(Authorized Representative)

personally known to me or who has produced _____ as identification and who did/did not
take an oath. WITNESS my hand and official seal, this _____ day of _____, 201_____.

(Official Seal)

Signature-NOTARY PUBLIC

This form will be placed in the student's file as Proof of Employment record. You may return this form via U.S. mail to the address below or return to employee for delivery to VCS Enrollment Office.

VCS Enrollment Office

The Villages® Charter School.

Authorization for Release of Employment

I, _____ the undersigned parent of

(Parent Name)

_____, (hereafter known as "student")

(Student Name)

authorize and direct my current employer or any employer by whom I was employed during the period my student was enrolled at The Little Buffalo Center, The Villages Early Childhood Center, The Villages Charter Elementary School, The Villages Charter Middle School or The Villages High School to complete and execute proof(s) of employment in the form(s) provided by The Villages Charter School and to release any and all information requested to The Villages Charter School including, but not limited to, wages earned, period of employment, work schedules, payroll taxes paid or deducted, or information relating to state or federal taxes, fees or charges resulting from my employment with employer.

Signature

Date

Print Name

Notarization

Sworn to and subscribed before me this _____ day of _____, 201__.

Notary Public – State of Florida

Print Name of Notary Public

(seal)

Serial/Commission Number

Personally known _____ or Produced Identification _____

Type of Identification Produced: _____