

AUSTIN INDEPENDENT SCHOOL DISTRICT

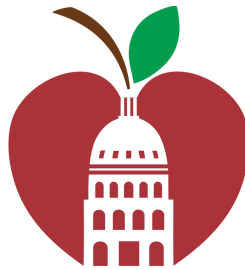
Alternative Learning Center (ALC)

1203 Springdale Road, Austin, TX 78721 | Phone: (512) 414-2554

Student Registration & Orientation Packet

"See a child differently, you see a different child." — Mary Elizabeth

General Intake & Registration Guideline



New Student Orientation	Monday – Friday: 8:15 AM – 9:00 AM. <i>Please arrive promptly.</i>
Late Arrival Policy	Students/families arriving after 10:15 AM must return the following business day to complete the full intake session.
Enrollment Requirement	All registration forms must be completed prior to orientation. Students must be accompanied and enrolled by a parent or legal guardian. Students must also arrive at orientation in uniform.

Section 1: Student Information Form

Today's Date:	Home Campus:	AISD Student ID:
Legal Last Name:	Legal First Name:	Middle Name:
Date of Birth (MM/DD/YYYY):	Grade Level:	Gender: ☐ Male ☐ Female
Ethnicity: ☐ Hispanic/Latino ☐ Non-Hispanic/Latino		
Race (check all that apply): ☐ American Indian / Alaskan Native ☐ Asian ☐ Black / African American ☐ Native Hawaiian / Other Pacific Islander ☐ White		

Enrolling Parent / Legal Guardian Information

Parent/Guardian #1 Full Name:	Relationship to Student:
Date of Birth (Required per State Law):	Primary Phone Number:
Address (Street, City, State, ZIP):	
Does the student reside at this address? ☐ Yes ☐ No	

Parent/Guardian #2 Full Name:	Relationship to Student:
Date of Birth (Required per State Law):	Primary Phone Number:
Address (Street, City, State, ZIP):	
Does the student reside at this address? ☐ Yes ☐ No	

Emergency Contact Information (Other than Parents/Guardians)

Contact Name	Phone Number	Call in Emergency?	Authorized to Pick Up?
1.		☐ Yes ☐ No	☐ Yes ☐ No
2.		☐ Yes ☐ No	☐ Yes ☐ No

Special Services & Transportation

Special Services Received (check all that apply): ☐ Section 504 Plan ☐ Special Education (IEP) ☐ Gifted & Talented (GT) ☐ Emergent Bilingual / ESL / Dual Language	Primary Method of Transportation (check one): ☐ Parent / Guardian Pick-up ☐ Walking ☐ Capital Metro / City Bus
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Section 2: Parental Contract & Expectations

- **Goal of Program:** Our primary objective is for every student to return to their home campus in the minimum time necessary. By actively engaging in academic work and following behavioral expectations, students position themselves for daily success and prompt transition back to their home school.
- **Restorative Practices:** ALC utilizes restorative frameworks to support students in problem-solving, emotional regulation, and positive decision-making. Staff employ all available supportive measures to cultivate a successful learning environment.
- **Communication Requirement:** If behavioral or safety issues arise resulting in a temporary suspension, staff must be able to contact a parent or guardian immediately. Parents must maintain current telephone contact numbers with the Front Office at (512) 414-2554.
- **Pick-up & Transportation Authorization:** Parents may be called to retrieve a student immediately, or authorize the student to take city transportation or be picked up by a designated emergency contact (e.g., in circumstances involving suspected substance influence or safety concerns).
- **Re-entry Conferences:** A formal parent-administrator conference may be required prior to a student's re-entry into the ALC program following any suspension.
- **Prohibited Items:** Prohibited items brought onto campus will be confiscated and may not be returned to students.
- **Campus & Event Restrictions:** Students assigned to ALC are strictly prohibited from visiting any other AISD campus or attending any school-sponsored athletic, academic, or extracurricular event during their placement period. Unauthorized presence on campus constitutes criminal trespass and subjects the student to law enforcement citation and further disciplinary action.
- **Severe or Persistent Misbehavior:** Continued disciplinary violations or multiple suspensions while enrolled at ALC may result in severe administrative consequences, up to and including expulsion to the Travis County Juvenile Justice Alternative Education Program (JJAEP).
- **Dismissal & Departure:** All students must be picked up or depart campus no later than 4:45 PM.
- **City Bus Authorization:** In the event that a parent/guardian cannot be reached during a home suspension situation, permission is granted for the student to utilize public transit (city bus) to return home.

Parent / Guardian Signature:

Date:

Section 3: Project HELP — Student Residency Questionnaire (SRQ)

Homeless Education and Learning Program | McKinney-Vento Act (42 U.S.C. 11435)

This form assists Austin ISD in identifying eligibility for supplemental educational services under federal law.

Responses are confidential and shared solely with relevant district personnel. Information is collected annually and is not stored in permanent cumulative student records.

Student Name:	DOB:	Grade:	Student ID:
School:	Parent/Guardian Name(s):		
Phone:	Alternative Phone:		
Current Address:	Email:		
Last school attended when permanently housed:	School Year:		

Is your current address a temporary living arrangement due to loss of housing or economic hardship?	☐ Yes ☐ No
Is the student in Foster Care? <i>(If yes, please attach Form 2085-E)</i>	☐ Yes ☐ No

1. Current Living Situation (Select One)

- ☐ Temporarily with a friend or family member due to financial hardship or loss of housing
- ☐ Temporarily in a hotel or motel *(Name of Hotel/Motel: _____)*
- ☐ Temporarily in an emergency or transitional shelter *(Name of Shelter: _____)*
- ☐ Temporarily in a car, RV, park, or campsite
- ☐ Transitional housing program *(Name of Program: _____)*
- ☐ Other unsheltered or temporary accommodation *(Details: _____)*

2. Reason for Current Living Situation (Select All That Apply)

☐ Loss of job / income	☐ Domestic violence / safety	☐ Unaccompanied runaway youth
☐ Eviction notice	☐ Divorce / Separation	☐ Parent/Guardian incarcerated
☐ Natural disaster	☐ Fire or flood	☐ Other economic hardship

3. Residence Infrastructure & Custody Details

Date student began living at current address:	
Does the current residence have operational running water and electricity?	☐ Yes ☐ No
The student lives with:	☐ One or both parents ☐ Legal guardian ☐ Relative ☐ Adult non-guardian ☐ Friends ☐ Alone / Unaccompanied
Form completed by:	☐ Parent / Legal Guardian / Foster Parent ☐ Unaccompanied Student ☐ Adult caregiver (non-guardian)

4. Enrolled Siblings Information

List all siblings living with the students who are enrolled in Austin ISD schools:

Sibling Full Name	Age	Grade	Current School	Lives with Student?
1.				☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Legal Penalties Notice: Presenting a false record or falsifying official records is a criminal offense punishable by up to 10 years imprisonment and a fine of up to \$5,000 under **Texas Penal Code § 37.10**. A person who enrolls a student under false documents may be liable for tuition or other administrative costs exceeding \$5,000 pursuant to **Texas Education Code § 25.003(3)(d)**.

Signature:	Printed Name:	Date:
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School Personnel Instructions: Email completed SRQ form to your designated Project HELP Liaison or fax to **(512) 414-0761**