

024 Academy Dr. Corrales, NM 87048 (505) 897-4805 www.sandiaview.org

Faith, Character & Knowledge

Registration Checklist 2024-2025



024 Academy Dr. Corrales, NM 87048

(505) 897-4805

(Please type or print all information in blue or black ink)

Completed	Forms Required	Instructions
	Application	Complete front and back side of form – one form per student
	Reference Form	New students entering grades 3-8 are required to furnish a least 2 references. Complete one form per student
	Schedule Testing	Testing is required of all new students in grades 3-8.
	Records Release	Complete one form per student transferring from another school
	Immunization Records	Submit Immunization Records for each student
	Educational Documents	Provide copies of each student's most recent report card and standardized test results
	Financial Plan	School Registrar will complete the form to be signed by a parent/guardian
	Birth Certificate	New students need to bring their original birth certificate to be copied in the SVCS office
	Medical Info & Release	Complete front and back side one form per student
	Parent Communication	Complete one form per family
	Emergency Card	Complete one card per student
	Photo Release	Complete one form per family
	After School Care	Complete one Registration Form & one Agreement Form per family if service is needed
	Internet Use Policy	Complete front and back side one form per student
	Handbook Signature Page	Complete one form per student
	Over-the-Counter Drug Permission	Complete one form per student
	Permission for Student Pickup	Complete one form per family

Application for Admission 2024 - 2025

Before completing the application form, please read the handbook information carefully. Your signature on this application indicates that you have received and taken responsibility to read and support all terms and conditions of the school handbook.



Date of Application

_____/ / / Applying School Year

024 Academy Dr., Corrales, NM 87048 (505) 897-4805 (Please type or print all information in blue or black ink)

Grade Entering

I. STUDENT							
LEGAL NAME: LAST FIRST		MIDDLE	MIDDLE		PREFERRED NAME		
PERMANENT ADDRESS: STREET						710	
PERMANENT ADDRES	S: SIREEI		CITY		STATE	ZIP	
DATE OF BIRTH	AGE	PLACE OF BIRTH	SEX			DNE	
		(CITY & STATE)	MALE FEMALE		CELL PHONE		
RELIGIOUS DENOMINA	ATION	STUDENT BAPTIZED	IF SDA, WHICH CHURCH HOLDS YOUR FAMILY		MEMBERSHIP		
SDA		YES DATE					
		□ NO					
		AVE ANY PHYSICAL CONDITION			A SPECIAL NEED THA		
		M/HER IN ANY CAPACITY: , PLEASE DESCRIBE)	HINDER HIM/HER FROM BEING SUCCESSFUL AT SVCS:				
POOR							
II. FAMILY							
FATHER'S NAME			MOTHER'S NAME				
MAILING ADDRESS			MAILING ADDRESS	5			
		TEZIP			STATEZ		
						OTHER	
CUSTODIAL PARENT			CUSTODIAL PAREN				
E-MAIL			E-MAIL				
PHONE (HOME)		PHONE (HOME)					
PHONE (CELL)		PHONE (CELL)					
OCCUPATION			OCCUPATION				
EMPLOYER EMPLOYER PHONE		EMPLOYER PHONE					

(Continued on other side)

III. FINANCIAL

PERSON RESPONSIBLE FOR ACCOUNT 🔲 FATHER 🗌 MOTHER 🗌 OTHER (IF OTHER, PLEASE STATE THE PERSON RESPONSIBLE)					
RESPONSIBLE PERSON'S NAME	PHOI	NE			
MAILING ADDRESS	CITY	ZIP			
I AGREE TO ASSUME FULL FINANCIAL RESPONSIBILITY FO ABOVE STUDENT DURING HIS/HER ENROLLMENT. I UNDE ACCOUNT IS PAID IN FULL.					
SIGNATURE OF PERSON RESPONSIBLE FOR ACCO	DUNT	DATE			
IV. RESPECT STUDENT PLEDGE OF RESPECT: I HEREBY AGREE TO RESPECT AND OBEY THE REGULATIONS AND UPHOLD THE STANDARDS OF SANDIA VIEW CHRISTIAN SCHOOL. I WILL DO MY BEST TO MAKE POSITIVE CONTRIBUTIONS TO THE TOTAL SCHOOL PROGRAM.					
		DATE			
PARENT / GUARDIAN PLEDGE OF RESPECT: I HAVE READ THE RESPONSES ON THIS APPLICATION AND FIND THAT THEY ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I AGREE TO RESPECT AND SUPPORT THE REGULATIONS AND POLICIES OF THE SCHOOL AS PUBLISHED OR AMMENDED BY THE ADMINISTRATION AND ENCOURAGE MY CHILD TO DO SO. I FURTHER PLEDGE TO ASSUME THE FINANCIAL RESPONSIBILITY FOR THE STUDENT, AND TO PAY BILLS PROMPTLY OR MY CHILD'S EDUCATION MAY BE DISRUPTED.					
SIGNATURE OF PARENT / GUARDIAN		DATE			
V. CONSENT					
I UNDERSTAND THAT THIS FORM MAY BE VIEWED BY SCH	IOOL, TEACHERS AND STAFF				
SIGNATURE OF PARENT / GUARDIAN		DATE			

New Students Entering Grades 3-8 are required to furnish a minimum of two references. One reference should be from a former

teacher or school administrator; the other from a pastor or non-family member. (See Student Reference Form)

Testing is required for all new students submitting an application for Grades 2-8.

Student Reference Form 2024 - 2025



(Please type or print all information in blue or black ink)

Student Name

Grade

An application has been submitted to Sandia View Christian School for the above named student. To assist us in providing the best educational placement for the student, it would be very helpful to have the from not completed by a family member. <u>Please return this form to the address above as soon as possible</u>. Thank you for your assistance. Your response will, of course, be held in the strictest confidence. It will not be available for student review.

Please give the applicant a rating of 1-12 on each of the characteristics below. Place rating number in the extreme right column. If you are unable to make a judgment, place a "?" in the rating column.

CHARACTERISTICS	123	456	789	10 11 12	SCORE
Health	Weak, often incapacitated	Low vitality	Good, average health	Vigorous health	
Personal Appearance	Undesirable	Careless	Neat, clean	Well-groomed	
Influence Upon Others	Detrimental	Passive	Helpful	Strong influence for good	
Integrity	Frequently dishonest; steals and/or cheats	Questionable at times	Basically honest	Consistently trustworthy & honest	
Friendships	Chooses friends of detrimental influence	Careless in choices of friends	Usually careful in choice of friends	Chooses friends with high standards	
Social Relationships	Disliked	Small circle of friends	Generally well liked	Exceptionally well liked	
Judgment	Poor sense of values	Jumps to conclusions	Uses good common sense	Uses very good judgment	
Reliability, Trustworthiness	Often irresponsible	Must be supervised	Dependable	Conscientious and reliable	
Industry	Lazy	"Gets by"	Works well	Ambitious	
Cooperation	Self-centered	Cooperates at times	Cooperative	Always tries to please	
Emotional Stability	Tense, excitable, loses control	Occasionally too emotional, moody	Fairly well-balanced	Self-controlled, serene, happy	
Spiritual Interest	Negative	Passive	Participates	Active, leader	
Intellectual Ability	Below average	Average	Above average	Superior	

How long have you known the student?	In what relationship?			
To your knowledge, has the applicant used any of the second secon	he following 🗌 Alcohol 🗌 Tobacco 🗌 Illegal Drugs			
Please note any disciplinary action, censure, suspension, expulsion, arrest or probation which the applicant nas experienced. (use separate page if needed)				
Other comments (use separate page if needed)				
Name of Person Completing the Form (please print)				
Signature	Date			
Address				
City	StateZip			
Home Phone	Cell Phone			

Records Release Form 2024 - 2025



024 Academy Dr. Corrales, NM 87048 (505) 897-4805

(Please type or print all information in blue or black ink)

То				Date	
	S	School Name			
	Sc	hool Address		_	
	<u>ci</u>			_	
	City	State	Zip		
Child's I	Name		_Grade	DOB	
Child's I	Name		_Grade	DOB	
Child's I	Name		_Grade	DOB	

The above student(s) has/have enrolled in our school. Please send the entire academic records.

Please forward all records to:

Sandia View Christian School 024 Academy Drive Corrales, NM 87048 Office (505) 897-4805 Fax (505) 899-5867

If student(s) left during a grading period, please indicate withdrawal grades earned to that point.

Medical Information and Release 2024 - 2025



(Please type or print all information in blue or black ink)

STUDENT INFORMATION					
STUDENT NAME					
PERMANENT ADDRESS: STREET			CITY	STATE	ZIP
DATE OF BIRTH	AGE				
II					
FATHER/GUARDIAN		МО	THER/GUARDIAN		
PHONE (HOME)		РНС	DNE (HOME)		
PHONE (CELL)		РНС	DNE (CELL)		
PHONE (WORK)		PHONE (WORK)			
STUDENT'S MEDICAL INFORM	IATION				
DOCTOR'S NAME		DENTIST'S NAME			
PHONE (OFFICE)		_ PHONE (OFFICE)			
PHONE (CELL)		_ PHONE (CELL)			
HOSPITAL PREFERENCE					
MEDICAL / HEALTH INSURANCE CO.		D #	GPC)UP #	
MEDICAL / HEREIT INSURANCE CO.	'	υ #	Give	JOF #	
DENTAL INSURANCE CO.	 	ID # GROUP #			
ALLERGIES TO SUBSTANCES OR MEDICATI	ONS				
LIST ANY MEDICATIONS TAKEN ON A REGULAR BASIS					
MEDICAL HISTORY					

Continued on other side

PARENT/GUARDIAN CONSENT

The persons listed below have consented to assume responsibility of my child in case of illness or accident until I can be reached.

NAME	NAME
PHONE (HOME)	PHONE (HOME)
PHONE (CELL)	PHONE (CELL)
PHONE (WORK)	PHONE (WORK)

If emergency services involving medical action or treatment are required and neither parent nor the family physician can be reached for consent, the parents/guardians hereby consent to the rendering of such emergency medical service for the above named student as shall be necessary in the opinion of Sandia View Elementary or the medical personnel rendering the service. This authorization is given pursuant to the local state Civil Code.

SIGNATURE OF PARENT / GUARDIAN

DATE

Parent Communication Information 2024 - 2025



024 Academy Dr. - Corrales, NM 87048 - (505) 897-4805

(Please type or print all information in blue or black ink)

Parent Communication	
Student's Name	Grade
Student's Name	Grade
Student's Name	Grade

Staying informed with what is going on at school is a big part of your child's success. We want to keep you informed on the events and activities that are happening at SVCS as well as communicating with you on a regular basis. Being environmentally conscience, we would like to cut down on postage and paper and communicate with you via email as much as possible. Please check all that apply regarding how you wish for SVCS to communicate with you.

Notes sent home with student(s)	
Phone Calls When	What Phone Number
Email Email address (s)	
Other	

SVCS Telephone Directory Information

The following information will be printed in the SVE Directory, please only list information you would like included in the directory.

Student's name and grade as listed above.	
Parents' names	
Street address	
Mailing address if different	
City	Zip code
Home Phone	
Mother's Work Phone	Cell Phone
Father's Work Phone	Cell Phone
If no, what information do you want listed?	

Sandia View Christian School Emergency Card

Name of Child		Date of Birth	۱	
Home Address				
	Street Address	Apt.#	City	Zip Code
Mother's Name		Occu	pation	
Home #	Work #		Cell #	
Father's Name		Occupation		
Home #	Work #		Cell #	
Names of 2 people that can be called in case of emergency if parents cannot be reached.				
Name		Phon	e #	
Name		Phon	e #	
Doctor to be notified		Phon	e #	

If emergency treatment is required and parents cannot be reached immediately, I give consent for the above named child to receive treatment necessary to prolong his/her life.

Parent Signature	Date

Photo/Video/Website Release Form 2024 - 2025



(Please type or print all information in blue or black ink)

Sandia View Christian School (SVCS) makes an effort to promote the positive activities, honors and work of our students in our internal celebrations as well as in our community marketing efforts. We do this using a variety of media formats and publications, including but not limited to brochures, postcards, displays, website and slide shows. An essential component of each of these formats and publications is images of our students. Images have tremendous power to engage online users and readers. Publicizing a student's work will encourage our students to strive for excellence in his or her schoolwork as well as provide a glimpse of the educational experience at SVCS. During the course of the school year, there will be times when pictures or videos of your child may be taken that support their education, promote community service or encourage positive behavior. These photos and/or videos include but are not limited to field trips, sporting events, special programs and events, along with normal classroom routines.

I understand that any picture or video of a student posted to the website whether individual, group or team will not include personal information. Some of the pictures or videos may be action or candid shots taken during participation in an event while other pictures or videos may be staged for specific purposes. Group shots such as class or team pictures posted to the website may be identified by team or class name, but no individual names will be included. In some cases, the initials of a student might be included in such media so that members of the SVCS family might celebrate the accomplishments of the student's work. I have been informed that with my permission below, an image of and the work of my child may be used in the various media publications of Sandia View Christian School. I understand the conditions under which images and students' work may be used.

Yes - I hereby consent to authorize SVCS permission to use my child's photo, video or class work/art for the purposes mentioned above. I understand and agree that SVCS may use these photos, videos and class work/art in subsequent school years unless I revoke this authorization in writing to SVCS.

No - I withhold permission for SVCS to use my child's photo, video or class work/art for any SVCS media as mentioned above.

Student Name (please print)		
Student Name (please print)		
Student Name (please print)		
Parent/Guardian Printed Name		
Parent/Guardian Signature	Date	

After Care Registration 2024 - 2025



Date of Application

Applying School Year

Grade Entering

(505) 897-4805 (Please type or print all information in blue or black ink)

I. STUDE	NT							
LEGAL NAM	E: LAST	FIRST		MIDDLE	MIDDLE		PREFERRED NAME	
PERMANEN	TADDRESS: STREET			CITY			STATE	ZIP
DATE OF BIF	(IH	AGE	SEX		HOME PHONE:			
HEALTH DOES THE STUDENT HAVE ANY PHYSICAL CONDITION OR SPECIAL ALLERGIES GOOD NEEDS THAT WOULD LIMIT HIM/HER IN ANY CAPACITY: YES FAIR YES NO (IF YES, PLEASE DESCRIBE) POOR			SCRIBE)					
II. PARE	NT / GUARDIAN							
FATHER'S N	AME			MOTH	MOTHER'S NAME			
PHONE (HOME)		PHON	PHONE (HOME)					
PHONE (CEL	NE (CELL)		PHON	PHONE (CELL)				
III. EME	RGENCY CONTACT	S						
The perso	ns listed below have cons	ented to assun	ne responsi	bility of my	child in	case of illness or	accident until I can	be reached.
NAME								
PHONE (HO	ME)			PHON	PHONE (HOME)			
PHONE (CELL)		_ PHON	PHONE (CELL)					
PHONE (WO	RK)	PHONE (WO		E (WOR	к)			
				L				
SIGNATURE OF PARENT / GUARDIAN						DATE		



Morning Care Monthly Rate per Family

One Child - \$70 Two Children - \$75 Three Children - \$80 **Drop in Rates** \$5 per day for any fraction used.

Morning Care hours are 7:30-8:00 am Monday-Friday

After Care Monthly Rate per Family

One Child - \$150 Two Children - \$175 Three Children - \$200 \$8.00 per quarter hour per child after 5:30 pm Monday – Thursday, 5:00 pm Friday

Drop In Rates

\$8.00 per hour or fraction thereof per child\$8.00 per quarter hour per child after 5:30 pmMonday -Thursday, 5:00 pm Friday

After Care hours are 3:30 – 5:30 pm Monday through Thursday and 12:15 - 5:00 on Friday.

Student (s) Name(s)	Grade
	 Grade
	 Grade

Children will only be released to the adults listed below. Verification of their identity will be asked.

Name	Phone	Relationship

Acceptable Internet Use Policy 2024 - 2025



024 Academy Dr. Corrales, NM 87048 (505) 897-4805

Signature required on back of this form (Please type or print all information in blue or black ink)

Sandia View Christian School of the Seventh-day Adventist education system is pleased to offer their students access to a computer network for electronic mail and the Internet. To gain access to email and the Internet, both parent and student must sign and return this form to the school.

The Internet is a powerful resource for expanding the education experience of each student. Access to email and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Unfortunately, it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and therefore, support the school's choosing to make the Internet available to our students. But because ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access for their student while at SVCS.

Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. <u>Access to our</u> <u>Internet is a privilege-not a right</u>. Access entails responsibility.

Students are responsible for Christian behavior and communication on the school computer network, just as they are anywhere on the school campus. It is presumed that users will comply with school standards and will honor the agreements they have signed. The school takes very seriously the responsibility for appropriate use of the network. School staff will guide students toward resources acceptable within the framework of the general school standards. If a student should access inappropriate material, the school will not be liable and the student will forfeit network privileges at this institution.

Computer storage files will be treated like school lockers. School staff may review files and communication to maintain system integrity and insure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- be responsible and courteous in all communications utilizing technology,
- be responsible with all computer hardware and software,
- keep their passwords to themselves,
- respect the confidentiality of folders, work and files of others,
- learn about and observe copyright laws.

Any activity not in accordance with these general rules may result in a loss of access as well as other disciplinary or legal action.

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of the school's computer network, I agree to comply with the above stated rules (on the front) – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature	 Date
Printed Name	
Birth Date	
Grade	

As the parent or legal guardian of the student signing above, I grant permission for my son, daughter or legal charge to access networked computer services such as electronic mail and the Internet. I understand the individuals and families may be held liable for any inappropriate behavior. I understand that some materials on the Internet may be objectionable, but I accept responsibility to work with the school in guidance of Internet use-setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Parent or Legal Guardian Signature	Date
Printed Name	
Street Address	
Telephone	

Student Handbook Signature Page 2024 - 2025



024 Academy Dr. Corrales, NM 87048 (505) 897-4805

(Please type or print all information in blue or black ink)

I,______, have read the student handbook and agree with and recognize the importance of highly rigorous academics to both myself and to my community and have been given the opportunity to ask questions concerning information stated within the Student Handbook. I also recognize my own responsibility to help make SVCS such a school, and therefore commit myself to do everything in my power to:

<u>Student</u>

- Actively support SVCS's academically rigorous program and high behavioral standards.
- Demand the fullest effort from myself and my classmates.
- Do my best to demonstrate academic responsibility and meet my deadlines.
- Participate in SVCS's academic and social programs to the best of my ability.
- Treat all teachers, administrators, visitors, classmates and myself with respect at all times.
- Communicate with my parents or guardians regularly and openly about my progress in school and share my work and assignments with them.

<u>Family</u>

- Actively support SVCS's academically rigorous program and high behavioral standards.
- Monitor my student's schoolwork regularly, encouraging him/her to produce high quality work.
- Maintain a supportive environment during homework and study times.
- Support my student in her/his strive to exhibit SVCS's policies.
- Maintain regular communication with teachers and administrators regarding my student's progress.
- Participate in school activities whenever possible.
- Ensure that my student arrives at school punctually and without fail every day, unless disabled or sick.

Parent/Guardian Signature	Date

	SANDIA VIEW CHRISTIAN SCHOOL Over-the-Counter Drug Permission 2024-2025 I authorize the SVCS Staff to provide, when it is necessary, my student:							
	with some of the following non-prescription medication: (Please check all approved)							
1.	Naproxen				8.			
2.	Tylenol				9.			
3.	Aspirin				10.			
4.	Ibuprofen							
5.	Advil							
6.								
7.								
Paren	Parent/Guardian Date							

SANDIA VIEW CHRISTIAN SCHOOL Over-the-Counter Drug Permission 2024-2025 I authorize the SVCS Staff to provide, when it is necessary, my student:				
	with some of the following non-prescription medication: (Please check all approved)			
1.Naproxen			8.	
2.Tylenol			9.	
3.Aspirin			10.	
4.Ibuprofen				
5.Advil				
6.				
7.	7.			
Parent/Guardian Date				

Permission for Student Pickup 2024 - 2025



(Please type or print all information in blue or black ink)

Sandia View Christian School requires your consent for your child/children to be picked up from school by anyone other than his/her parents/guardians. This is for the safety of your child/children. No one will be permitted to pick up your child/children if their name is not listed below. All persons must have and show their picture ID. Make sure you list all adults even if you reside in the same household. (parents, grandparents, aunt, uncle, etc.)

Student (s) Name(s)	 Grade
-	 Grade
	Grade
-	Grade
-	Grade

I hereby give my consent for the following individuals to pick up my child/children from Sandia View Christian School:

Name	Relationship