



For Office Use Only

Date Received \_\_\_\_\_

Received By \_\_\_\_\_

**New Student Application** *This form is to be completed by the applicant, parent(s) or guardian(s). \*All applications will be submitted to the admissions committee for review.*

Grade Applying For: \_\_\_\_\_ Applying for School Year \_\_\_\_\_ Date of Application \_\_\_\_\_

### **GENERAL INFORMATION**

Full Legal Name of Student: \_\_\_\_\_ Preferred Name \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student Cell #: \_\_\_\_\_ Student E-mail: \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

### **Check documents submitted to verify birthdate for student entering for the first time:**

Birth Certificate ( ) Notarized Statement: ( ) Hospital Statement: ( ) Passport or Visa: ( )

### **CHURCH INFORMATION**

Are you a member of a church? (circle one) YES NO Church where membership is held \_\_\_\_\_

Have you been baptized? YES NO Denomination \_\_\_\_\_ Pastor: \_\_\_\_\_

### **MOTHER'S INFORMATION**

Mother's First Name \_\_\_\_\_ Mother's Last Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Work Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Baptized member of SDA Church? ( ) Yes ( ) No Home Church \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

### **FATHER'S INFORMATION**

Father's First Name \_\_\_\_\_ Father's Last Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Work Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Baptized member of SDA Church? ( ) Yes ( ) No Home Church \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

## OTHER GUARDIAN'S INFORMATION

|   |                |             |
|---|----------------|-------------|
| First Name  | Last Name      | Cell Phone  |
| Address   | City           | State       |
|   |                | Postal Code |
| Work Phone  | E-mail Address |             |
| Baptized member of SDA Church? Yes No Home Church Religious Affiliation |                |             |

## SCHOOL INFORMATION

Current Grade (circle one): 8 9 10 11 12 Reason for Leaving: \_\_\_\_\_

School Last Attended: \_\_\_\_\_ Telephone \_\_\_\_\_

Have you ever been expelled, denied re-enrollment at a school, counseled not to return to a school, or been the subject of any major school disciplinary action? Yes No If yes, please explain \_\_\_\_\_

Does this student have an unpaid account at another school? If so:

Name of School: \_\_\_\_\_

## FAMILY INFORMATION (circle all that apply):

|                                 |        |        |             |          |
|---------------------------------|--------|--------|-------------|----------|
| Applicant lives with:           | MOTHER | FATHER | STEP-PARENT | GUARDIAN |
| Person responsible for tuition: | MOTHER | FATHER | STEP-PARENT | GUARDIAN |

## PHOTO RELEASE

The undersigned hereby consents that any illustrations, photographs, reproductions, quotations, or the like made by SVA may be used for educational, instructional, or advertising purposes, including on the yearbook, newspaper, social media, website or for promotional purposes (school marketing brochures, handouts, etc..) without further permission or consideration of the undersigned.

Please mark one of the following:

\_\_\_\_\_ I give permission to use the name and/or pictures of student in SVA publications and all promotional and newsletter publications either in print or electronic formats.

\_\_\_\_\_ I do not want pictures or names of the student used in any SVA publications and all promotional and newsletter publications either in print or electronic formats.

**Parent or Legal Guardian Signature:** \_\_\_\_\_

## YEARLY ABSETOS NOTIFICATION

Sandia View Academy: 65 Sandia View Lane Corrales, NM 87048 (County: Sandoval)

Subject: Required Notification to Parents, Teachers, and Employees (Method of Distribution: Handed to Parents)

The inspection and management plan for Asbestos-Containing-Building-Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this school. The management plan has been submitted to the state for review and approval. A copy is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

**Parent Signature** \_\_\_\_\_

### **COMMUNITY SERVICE PERMISSION FORM**

We want students to discover their passion for ministry and engage in acts of service. Sandia View Academy participates in community service programs throughout the school year. Students are required to earn 25 hours of community service each year and this gives us the opportunity to help them with their hours and expand their community service experience.

The undersigned hereby consents that the student has permission to leave campus with a school sponsor and participate in community service throughout the school year without further permission or consideration of the undersigned.

**Parent or Legal Guardian Signature:** \_\_\_\_\_

### **ACCEPTABLE INTERNET USE POLICY**

Sandia View Academy 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 SVA.

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. **Access to our Internet is a privilege-not a right.** 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.

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**\_\_\_\_\_

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**\_\_\_\_\_

**DROP OFF AND PICK-UP AUTHORIZATION FORM**

NO ONE WILL BE PERMITTED TO PICK UP OUR CHILD IF THEIR NAME IS NOT LISTED BELOW. MAKE SURE YOU LIST ALL ADULTS EVEN IF YOU RESIDE IN THE SAME HOUSEHOLD.

THE FOLLOWING ADULTS ARE AUTHORIZED TO PICK UP MY CHILD FROM SCHOOL

**Parent/Guardian (Please Print):** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Parent/Guardian (Please Print):** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

PERSONS OTHER THAN PARENT/GUARDIAN AUTHORIZED TO PICK-UP AND/OR DROP OFF STUDENT

**Name (Please Print):** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Name (Please Print):** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**OVER THE COUNTER MEDICATION RELEASE FORM**

The staff of Sandia View Academy will not be able to administer any medications to your student without this form being signed. Please mark each medication that the staff can administer as directed on the medication label.

I authorize SVA to provide (when it is necessary) my child: with the following non-prescription medication (Please check all approved):

|              |  |                         |  |
|--------------|--|-------------------------|--|
| 1. Advil     |  | 5. Pepto-Bismol         |  |
| 2. Tylenol   |  | 6. Benadryl Allergy     |  |
| 3. Aspirin   |  | 7. Charcoal             |  |
| 4. Ibuprofen |  | 8. Hydrocortisone Cream |  |

Parent/Guardian Signature \_\_\_\_\_

**STUDENT MEDICAL RECORD**

Name of Student \_\_\_\_\_ Birth Date \_\_\_\_\_

Name of Father: \_\_\_\_\_ Name of Mother: \_\_\_\_\_

**HISTORY** (Please indicate any past or current allergies, illnesses, or physical problems):

| <b>Allergies:</b>                     | <b>Illnesses</b>                        |  | <b>Physical/Development</b>                |
|---------------------------------------|---|--|--|
| <input type="checkbox"/> Asthma       | <input type="checkbox"/> Cancer         | <input type="checkbox"/> Measles         | <input type="checkbox"/> Hearing problems  |
| <input type="checkbox"/> Hay Fever    | <input type="checkbox"/> Chicken Pox    | <input type="checkbox"/> Rheumatic Fever | <input type="checkbox"/> Heart problems    |
| <input type="checkbox"/> Insect Bites | <input type="checkbox"/> Diabetes       | <input type="checkbox"/> Scarlet Fever   | <input type="checkbox"/> Learning problems |
| <input type="checkbox"/> Penicillin   | <input type="checkbox"/> Diphtheria     | <input type="checkbox"/> Tuberculosis    | <input type="checkbox"/> Speech problems   |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Ear Infections | <input type="checkbox"/> Whooping Cough  | <input type="checkbox"/> Vision problems   |
|                                       | <input type="checkbox"/> Epilepsy       | <input type="checkbox"/> Other: _____    | <input type="checkbox"/> Other: _____      |
|                                       | <input type="checkbox"/> Heart Disease  | <input type="checkbox"/> Other: _____    |  |

Explain briefly factors such as surgeries, serious accidents or injuries, congenital defects, which may affect the child's school experience: \_\_\_\_\_

**IMMUNIZATIONS**

An official record of immunizations must accompany this medical record for all students entering school for the first time in the United States regardless of grade level. Records considered official are:

- ❖ State Immunization Record
- ❖ Health Provider Record – must have signature, stamp, or initials next to each date
  - Physician's Record
  - County Health Department Record
- ❖ Official Immunization Record from another state
- ❖ Certificate of Exemption From School/DayCare Immunization Requirements (NM Dept. of Health form, completed)

❖ **CONSENT FOR MEDICAL TREATMENT**

*This form must be filled out at the beginning of each school year to cover the activities for the school year.  
Only designated staff will have access to the completed form.*

**Student's Name:** \_\_\_\_\_ **Age** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**In The Event Of An Emergency**

Please indicate person to contact in order of preference

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Father (Guardian):** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Mother (Guardian):** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Physician and Medical Information**

Family Physician: \_\_\_\_\_ Phone # \_\_\_\_\_

Hospital Preference: \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_ Allergies to Medications: \_\_\_\_\_

Chronic Medical Problems: \_\_\_\_\_

Current Medications: \_\_\_\_\_

In the event that an accident occurs or a medical problem arises in which my child must receive immediate treatment while at school or on a school sponsored trip, I, the undersigned parent/guardian of the above name minor, do hereby consent to any x-ray examination, immunization, anesthetic, medical, or surgical diagnosis or treatment and hospital service that may be required to aid the minor under the general or specific instruction of a physician.

It is further understood that this consent is given in advance of any specific diagnosis or treatment that might be required and is given to authorize Sandia View Academy or the physician to exercise their best judgement as to the requirements of such diagnosis or treatment.

I hereby authorize any hospital, physician or other person who has attended or examined the minor to furnish the insurance service or its representative, with any and all information with respect to any illness, medical history, consultation, prescription or treatment, and copies of all hospital or medical records. This authorization is given pursuant to the local state Civil Code. This consent shall remain in continuous effect until revoked in writing. A photograph of this authorization shall be considered as effective and valid as the original.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*\*ATTACH COPY OF HEALTH INSURANCE INFORMATION \*\***

School Insurance is Secondary Accident Insurance – Not Health Insurance

Sandia View Academy  
65 Sandia View Lane Corrales, NM 87048  
505-898-0717  
Fax: 505-897-7053

### REQUEST FOR RELEASE OF RECORDS

This is a request for release of confidential information for the following student has applied to Sandia View Academy.

| Student Name | Birthdate | Current Grade Level |
|--------------|-----------|---------------------|
|--------------|-----------|---------------------|

Please provide the mailing information for your student's former school so that we can obtain your records. The above student has enrolled in our school. Please send the entire cumulative information. If student left during a grading period, please indicate withdrawal grades earned to that point.

| Name of School | Telephone Number | Fax Number |
|----------------|------------------|------------|
|----------------|------------------|------------|

| Address of school | City | State | Zip Code |
|-------------------|------|-------|----------|
|-------------------|------|-------|----------|

### PLEASE FAX A UNOFFICAL TRANSCRIPT AND WITHDRAWAL GRADES FOR REGISTRATION PURPOSES

Please mail the following information.

|  |  |
|--|--|
| <input type="checkbox"/> Official Transcript | <input type="checkbox"/> Standardized test results           |
| <input type="checkbox"/> Withdrawal Grades   | <input type="checkbox"/> Health Records/Immunization Records |
| <input type="checkbox"/> Discipline          | <input type="checkbox"/> Special Ed Records                  |
| <input type="checkbox"/> Attendance          | <input type="checkbox"/> Cumulative Folder                   |

I give permission for my child's records to be sent to Sandia View Academy.

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

1<sup>st</sup> Request \_\_\_\_\_

2<sup>nd</sup> Request \_\_\_\_\_

3<sup>rd</sup> Request \_\_\_\_\_

## UNIFORM POLICY

2021-2022

SVA Knights take pride in maintaining a scholastic atmosphere in conduct and in appearance. Uniforms unite us under one private school organization and distinguish us from other students. During school hours on campus and during off-campus activities, students are to wear the approved school uniform. Detailed uniform policy is found in the SVA Handbook.

### TOPS

- SVA logo imprinted school polo in black, maroon, white, or navy blue.
- SVA logo imprinted outerwear jackets, hoodies, sweaters only.
- SVA polo needs to be worn underneath the SVA hoodie AT ALL TIMES.

### BOTTOMS

- School uniform pants, shorts, or skirts in khaki, black, or navy blue or denim.
- Fabric is that of dress pants, slacks, twill and denim.
  - Spandex, jeggings, or leggings are not approved fabrics.
- Fit of the garment must present a professional appearance. Waistband will sit on the waist.
- Fabric must be without holes and shredding, Seams are required and are neatly hemmed.
- Length of skirts and shorts are armlength or longer, closest to the knee.

### PE ATHLETICS

- SVA logo imprinted P.E. shirt to be worn only during P.E. hours.
- PE Shorts must be black (soccer shorts length), black leggings must be worn only during P.E. hours

### SHOES



















- Footwear is to be closed toe and covered heel.

**ORDERING UNIFORM PROCESS:** *Submit your order for School Polos, PE Shirts and Hoodies by submitting your order form and payment to [information@sandiaviewacademy.org](mailto:information@sandiaviewacademy.org).*

**Students are expected to be in uniform on the first day of school.**

| Student Name:                                      |                                |             |              |             |               |                |            |             |
|--|--------------------------------|-------------|--------------|-------------|---------------|----------------|------------|-------------|
| STYLE  | COLOR                          | Adult Small | Adult Medium | Adult Large | Adult X-Large | Adult XX-Large | Price Unit | Total Price |
| Polo Shirt   | Black                          |             |              |             |               |                | \$14.00    |             |
|  | Navy Blue                      |             |              |             |               |                | \$14.00    |             |
|  | Maroon                         |             |              |             |               |                | \$14.00    |             |
|  | White                          |             |              |             |               |                | \$14.00    |             |
| SVA Pull Over Hoodie with Logo & Last Name imprint |                                |             |              |             |               |                | \$38.00    |             |
|  | Last Name on Pull Over Hoodie: |             |              |             |               |                |            |             |
| SVA Zipped Hoodie with Logo and Last Name imprint  |                                |             |              |             |               |                | \$34.00    |             |
|  | Last Name on Zipped Hoodie:    |             |              |             |               |                |            |             |
| SVA PE T-Shirt                                     | Grey                           |             |              |             |               |                | \$9.00     |             |
|  |                                |             |              |             |               |                |            |             |
| TOTAL  |                                |             |              |             |               |                |            | \$          |

**Hoodie Color Selection Only: Insert color you want SVA to order on order form above. Payment must be submitted prior to ordering uniforms.**

-  Black\_
  Cardinal Red\_
  Carolina Blue\_
  Charcoal\_
  Forest Green\_
  Gold
-  Heliconia\_
  Irish Green\_
  Light Pink\_
  Maroon\_
  Navy\_
  Orange
-  Purple\_
  Red\_
  Royal\_
  Sport Grey\_
  Safety Pink\_
  White

**\*If you ordered a hoodie prior to the expanded color selection, you can still change the color by resubmitting order form.**