

Enrollment Checklist

Instructions

1. Fill out the online application.
2. Complete all of the items in the checklist below for each student applying to the program.
 - Fax the documents to **800.536.5867** or
 - Scan and email your documents to kaksinfo@kaplan.edu

If you have any questions or need assistance, please call us at 866.577.5265.

Note: Students are not officially enrolled until all completed forms have been submitted and all additional required documentation for the student has been reviewed by the school Guidance Counselor.

Checklist

- Completed online application
- Essay: read instructions on page 2 and submit essay as a separate document
- Enrollment Acceptance form completed and signed (page 3)
- Agreement for Use of Instructional Property form completed and signed (pages 4 and 5)
- Signed Family Educational Rights and Privacy Act (FERPA) Consent Form (page 6)
- Leavenworth Virtual School Material Fee Disclosure (page 7)
- Copy of official Birth Certificate
- Verification of residence in the State of Kansas
Acceptable verification must be in the parent/legal guardian's name. Valid and current driver's license or state-issued ID required, PLUS one of the following: current unpaid utility bill, valid home owner's or property deed, residential lease, welfare documents from the Kansas Department of Social and Rehabilitation Services, Social Security documents, or notarized rent verification statement.
- Student Immunization Records (not required for those classified as adult students)
- Transcripts for any high school credit earned to date (must include all transcripts for each completed grade)
- Discipline Behavior Report from last school attended
- If applicable, Diagnostic Exam Results and copy of IEP or 504 plan

Essay Instructions

Tel: 866.577.5265
Email: kaksinfo@kaplan.edu

The essay is an important and integral part of the application process. It gives you the opportunity to tell us about yourself and give us information not provided elsewhere on the application.

Please fax the essay with the rest of the items in the checklist to the Admissions Team at 800.536.5867.

The essay should be 250–500 typewritten words on the topic below.

Essay Topic: Tell us about your overall experience with school. Describe elementary school in one paragraph and then describe each year of middle school and high school (if applicable) by writing approximately one paragraph per school year. What did you like or not like? What stood out to you? Where were you successful and where were you challenged? In your last paragraph, describe what you hope to get out of attending high school online at Kaplan Academy of Kansas.

Please include this page as a cover page for your essay and application.

Student Name: _____ **Date of Birth:** _____

Address: _____
Street City State Zip Code

Contact Number: _____ **Email:** _____

Total Number of Pages for Essay: _____

Enrollment Acceptance

Statement of Education Equality

Kaplan Academy of Kansas does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age or disability in admission or access to, or treatment or employment in, its programs and activities. For more information, please contact kaksinfo@kaplan.edu.

Acknowledgement of Expectations

Please initial each of the following statements.

_____ I understand that I am enrolling my child in a public school with attendance requirements that he/she is expected to meet.

_____ I understand that public school enrollment includes participation in the required state testing program.

_____ I expect my child to have the guidance and support of a professional Instructor in implementing the Kaplan Academy of Kansas program.

_____ I understand that student progress is an expected part of the Kaplan Academy of Kansas program in addition to the attendance hours logged. Instructors will review progress and consider other factors, including parental input, when making student advancement decisions.

_____ I understand that I am required to participate in regular conferences with my child's Instructor(s).

_____ I understand that if my student enrolls, both my student and I will abide by the Student Handbook.

I verify that all of the information contained in the application, including, without limitation, the Student Application, is complete and factually correct.

Please accept this signed and completed document to enroll _____ (student's name) in Kaplan Academy of Kansas.

Parent/Guardian Signature: _____ Date: _____

Agreement for Use of Instructional Property

Responsible Party is the parent or legal guardian of the Student, who is enrolling at Kaplan Academy of Kansas.

Kaplan Academy of Kansas has made arrangements to permit each Student to use certain instructional books and materials ("Instructional Property") to facilitate the Student's education while enrolled in Kaplan Academy of Kansas.

Responsible Party hereby agrees to the following:

1. **Term.** Responsible Adult's and Student's rights to use and possess the Instructional Property expire upon the Student's termination of enrollment. Notwithstanding the foregoing, Kaplan Academy of Kansas reserves the right to terminate any right to use of Instructional Property and take possession immediately if it has reason to believe that any term or condition of this Agreement is being violated. Responsible Party shall return all of the Instructional Property as instructed within five (5) days of the termination date in the same condition as delivered, normal wear and tear excepted.

2. **Ownership.** At no time shall legal title to or ownership of any of the Instructional Property vest in the Responsible Party or Student, who shall only have the rights to temporary use and possession as provided herein.

3. **Condition of Instructional Property.** Responsible Party agrees to fill out, sign, and return the Instructional Property Receipt Acknowledgment Form (to be enclosed with Instructional Property) to Kaplan Academy of Kansas to acknowledge receipt of the Instructional Property and to affirm that it is all in satisfactory operating condition upon receipt.

4. **Responsibility for Instructional Property.** Responsible Party must maintain the Instructional Property at the Responsible Party's residence set forth as the shipping address in the enrollment form unless Responsible Party provides thirty (30) days' written notice of any new address to Kaplan Academy of Kansas. Responsible Party shall be solely liable for any loss or damage to the Instructional Property until it is received back by Kaplan Academy of Kansas and shall take all reasonable precautions to protect it. Responsible Party agrees to inform Kaplan Academy of Kansas of any loss or damage to the Instructional Property from any cause whatsoever within three (3) days of the loss or occurrence of damage. Kaplan Academy of Kansas will provide the Responsible Party with a loss report form that will include provisions for the Responsible Party to pay for the lost or damaged Instructional Property and, upon receipt, will allow the replacement Instructional Property to be shipped.

5. **Maintenance and Repair.** Responsible Party is responsible for maintenance and repair of the Instructional Property while in his or her possession and will follow all instructions for Instructional Property requiring repairs or upgrades as directed by Kaplan Academy of Kansas Technical Support and the Warranty Agreement with the Original Equipment Manufacturer. Responsible Party is solely responsible for upgrading to new software versions when publicly available, obtaining and installing antivirus file updates, and overall maintenance of each software application provided.

6. **Use of Instructional Property.** Responsible Party agrees that: (i) Instructional Property may be used solely for the education of the Student while enrolled at Kaplan Academy of Kansas and not for the benefit of any other person or for any other purpose, (ii) all Instructional Property shall be used in accordance with Kaplan Academy of Kansas policies and rules and the manufacturer's instructions, (iii) each software application provided shall be subject to, and used in accordance with, the license and/or use agreement that accompanies that software application, (iv) all usage of the Instructional Property shall be subject to Kaplan Academy of Kansas policies and rules regarding Network/Internet use and protocol, (v) Responsible Party is solely responsible for ensuring that the software settings, default configurations, and administrative privileges are maintained at the original specified settings that the Instructional Property had upon delivery and will be liable for any resulting damage to the Instructional Property, any files, and/or other software applications if these default settings are changed or modified without explicit authorization from Kaplan Academy of Kansas Technical Support, and (vi) Responsible Party is solely responsible for keeping User IDs and passwords confidential to prevent unauthorized usage and understands that passwords should be changed on a regular basis.

7. General Indemnity. Responsible Party agrees to indemnify, defend, and hold harmless Kaplan Academy of Kansas and any sponsoring School District or Authority, their respective employees, officers, directors, agents, assignees, and all affiliated companies and/or entities ("Indemnified Parties") from and against any and all claims, actions, suits, proceedings, costs, expenses (including, without limitation, court costs and attorney fees), damages, obligations, judgments, orders, penalties, fines, injuries, liabilities, and losses arising directly or indirectly out of or in connection with any matter covered by this Agreement, other than those caused by Kaplan Academy of Kansas.

8. DISCLAIMER OF WARRANTIES. NO PARTY MAKES ANY WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, OR FITNESS FOR USE OF ANY OF THE INSTRUCTIONAL PROPERTY. IN NO EVENT SHALL ANY PARTY BE LIABLE FOR ANY ACTUAL, INCIDENTAL, DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT, OR THE EXISTENCE, FURNISHING, FUNCTIONING, USAGE, OR MAINTENANCE OF ANY INSTRUCTIONAL PROPERTY PROVIDED UNDER THIS AGREEMENT.

9. Insurance. Responsible Party agrees to maintain at his or her expense adequate insurance to cover damage to the Instructional Property by fire, theft, flood, explosion, accident, act of God, or other cause to the full replacement value of the Instructional Property and agrees that he or she will be financially liable for it regardless of the availability of insurance proceeds.

10. Miscellaneous. Responsible Party represents that he or she has the power to bind all of Student's parents or legal guardians, all of whom shall be bound by these terms. Responsible Party cannot amend this Agreement unless accepted in writing by an authorized representative of Kaplan Academy of Kansas. This Agreement shall constitute the entire agreement between the parties with regard to the Instructional Property and any prior understanding or representation of any kind shall not be binding on either party, except to the extent incorporated herein. The waiver of any right under this Agreement by either party shall not be construed as a waiver of the same right at a future time or a waiver of any other right under this Agreement. This Agreement shall be construed and enforced in accordance with the laws of the state of Kansas. The parties acknowledge and expressly agree to waive any and all rights to a trial by jury of any claim or dispute arising under this Agreement.

Student Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Family Educational Rights and Privacy Act (FERPA) Consent Form

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age (“eligible students”) certain rights regarding the student’s education records. One of those rights is the right to consent to disclosures of personally identifiable information contained in the student’s education records.

Leavenworth Unified School District and its designated curriculum provider, Kaplan Virtual Education (KVE), have found that to best serve the student’s education needs, it is necessary to disclose a student’s name and address to the following classes of vendors that provide important services related to your student’s education. In all cases, these vendors will have agreed to ensure the confidentiality of the student’s name and address and to not use the information for purposes other than that contracted to meet the student’s education needs.

- Suppliers of educational materials for purposes of shipping to and from the student’s home
- Customer care providers that handle support calls for KVE
- Internet service provider
- Companies that enter the student information into a computer database for use by school officials
- Speakers or presenters presenting or participating in synchronous Web-conferencing sessions
- Computer professionals that host and maintain KVE’s student account management systems
- Other contractors and subcontractors that Leavenworth Unified School District and/or KVE identify as necessary to providing education services

To best serve the student, Leavenworth Unified School District requests the following parental consent to disclose the student’s name and address to the specified class of contractors.

I hereby agree that my student’s name, address, and other information as necessary, be provided to the above identified contractors to ensure that Leavenworth Unified School District can best meet my student’s education needs.

Parent/Guardian Signature: _____ Date: _____



Textbook and Materials Fee

Kaplan Virtual Education has partnered with [Leavenworth Virtual School](#) to create Kaplan Academy of Kansas.

The State of Kansas authorizes school districts to collect fees for the rental of textbooks. This fee is collected at the time of enrollment, or arrangements for payment can be made during the enrollment process. Textbook fees will be adjusted for families who qualify for assistance under the federal income eligibility guidelines for the present school year.

You are responsible for paying **Leavenworth Virtual School** an annual \$45.00 book rental fee per student. The fees collected are used by the school district to purchase textbooks to issue to students and to cover the cost of materials and workbooks used in the curriculum. Parents who are unable to pay this fee may apply for a waiver of fees. The schedule used to determine eligibility for the School Lunch Program will be used to determine waiver of fees.

Checks should be made payable to Leavenworth School District 453 and mailed or presented in person to the Leavenworth Virtual School Administrative Offices:

Leavenworth Virtual School
1100 3rd Avenue
Suite 209
Leavenworth, KS 66048

For additional information about this fee or how to apply for the waiver, please contact Kevin Lunsford, Director of the Leavenworth Virtual School, at 913.684.1540.

Technology Acknowledgement Form

This form must be completed and signed by the student and parent/guardian (if the student is under the age of 18).

Please Check Yes or NO

Yes No

 The Admissions Advisor reviewed the Technology Requirements with me.

Yes No

 I meet the Technology Requirements.

If no, please explain:

Explanation: _____

Please read and sign below.

By signing below I am confirming that the information stated above is true and accurate.

Student Name

Student Signature

Date

Parent/Guardian Name (If student is under 18)

Parent/Guardian Signature

Date