



Texas Virtual Academy @ Southwest  
Enrollment Processing Center  
104 Industrial Blvd, B-2  
Sugar Land, TX 77478

Ph. 866.360.0161  
Fx. 281.313.1240  
www.txva.org

## Enrollment Forms Packet

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### Part 1: (The pages supplied in this packet)

- Ethnicity Data Questionnaire
- Release of Student Records
- Home Language Survey
- Migrant Student Survey

### Part 2: (Items you will need to supply)

Before you send in your enrollment packet, please be sure you have completed and included copies (do not include originals) of the following:

- Proof of age for each child applying to our program (copy of Birth Certificate or Passport)
- Current proof of residency (copy of current utility bill, tax statement, lease, or mortgage statement)
- A copy of your student's Immunization Record
- A copy of your student's most recent report card
- A copy of your student's Multifactorial Evaluation/504 or IEP, if applicable
- A copy of your student's Social Security Card

Fax or mail the required documents listed in both parts 1 and 2 to TXVA. The fax number for TXVA is 1-281-313-1240. If you are unable to fax, please mail the documents to:

Texas Virtual Academy @ Southwest  
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**Texas Education Agency  
Texas Public School Student/Staff Ethnicity and Race Data Questionnaire**

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

**Part 1. Ethnicity: Is the person Hispanic/Latino? (Choose only one)**

- Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic/Latino**

**Part 2. Race: What is the person's race? (Choose one or more)**

- American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America).
- Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

\_\_\_\_\_  
Student/Staff Name (please print)

\_\_\_\_\_  
(Parent/Guardian)/(Staff) Signature

\_\_\_\_\_  
Student/Staff Identification Number

\_\_\_\_\_  
Date

**Agencia de Educación de Texas**

**Cuestionario de Información de Datos Raciales y de Etnicidad de Estudiantes/Miembros de Personal de las Escuelas Públicas de Texas**

El Departamento de Educación de Estados Unidos (USDE) requiere que todas las instituciones estatales y locales de educación, recopilen datos sobre etnicidad y raza de los estudiantes y de miembros de personal. Esta información es utilizada para los reportes estatales y federales así como para reportar a la Oficina de Derechos Civiles (OCR) y a la Comisión de Igualdad en el Empleo (EEOC).

Al personal del distrito escolar y los padres o representante legal de estudiantes que deseen matricularse en la escuela, se le requiere proporcionar esta información. Si usted rehúsa proporcionarla, es importante que sepa que el USDE requiere que los distritos escolares usen la observación para identificación como último recurso para obtener estos datos utilizados para reportes federales.

Favor de contestar ambas partes de las siguientes preguntas sobre la etnicidad y raza del estudiante así como del miembro de personal. Registro Federal de Estados Unidos (71 FR 44866).

**Parte 1. Etnicidad: ¿Es la persona Hispana/Latina? (Escoja solo una respuesta)**

**Hispano/Latino** – Una persona de origen cubano, mexicano, puertorriqueño, centro o sudamericano o de otra cultura u origen español, sin importar la raza.

**No Hispano/Latino**

**Parte 2. Raza. ¿Cuál es la raza de la persona? (Escoja uno o más de uno)**

**Indio Americano o Nativo de Alaska** – Una persona con orígenes o de personas originarias de Norte y Sudamérica (incluyendo América Central), y que mantiene lazos o apego comunitario con una afiliación de alguna tribu.

**Asiático** – Una persona con orígenes o de personas originarias del Lejano Este, Sureste de Asia o el subcontinente indio, incluyendo, por ejemplo a Cambodia, China, India, Japón, Corea, Malasia, Pakistán, las Islas Filipinas, Tailandia y Vietnam.

**Negro o Africano-Americano** – Una persona con orígenes de cualquier grupo racial negro de África.

**Nativo de Hawai u otras islas del pacífico** – Una persona con orígenes o de personas originarias de Hawai, Guam, Samoa u otras Islas del Pacífico.

**Blanco** – Una persona con orígenes de personas originarias de Europa, el Medio Este o el Norte de África.

\_\_\_\_\_  
Nombre del Estudiante/Miembro de Personal  
(por favor use letra de imprenta)

\_\_\_\_\_  
Firma (Padre/Representante legal)  
/(Miembro de personal)

\_\_\_\_\_  
Número de Identificación del  
Estudiante/Miembro del personal

\_\_\_\_\_  
Fecha



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## Release of Student Records

Please accept this document as formal approval for the release of all official school records (including the record of transcripts, testing information, special education, health and immunization records).

### Student Information

Student's Full Name: \_\_\_\_\_  
first middle last

Student's Date of Birth: \_\_\_\_\_ Student's Social Security Number: \_\_\_\_\_

Student's Legal Address: \_\_\_\_\_  
street apt #

\_\_\_\_\_ city county state zip

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

### Prior School Information

Name of School(s) attended in the 2008-2009 school year: \_\_\_\_\_

School's Address: \_\_\_\_\_  
street

\_\_\_\_\_ city county state zip

School's Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ School's Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_  
first last

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

#### SCHOOL OFFICIALS ONLY:

Send student records to: Texas Virtual Academy @ Southwest  
104 Industrial Blvd, B-2  
Sugar Land, TX 77478

Student's Name: \_\_\_\_\_ Student's Home Phone: \_\_\_\_\_



# MIGRANT STUDENT SURVEY

## ENCUESTA PARA MIGRANTES

Dear Parent,

Your children may qualify for supplemental services at Southwest School if they meet certain qualifications. To help us, please answer the following questions.

Sus niños pueden ser elegibles para servicios educacionales suplementarios en su distrito escolar si tienen ciertos requisitos. Para ayudarnos, por favor, conteste las siguientes preguntas.

Student's Name: \_\_\_\_\_

1. Has your family moved any time during the last three years from one school district to another in Texas or across the state? Yes \_\_\_\_\_ No \_\_\_\_\_  
¿ Ha cambiado de Distrito Escolar durante los años pasados?
2. Were any of these moves made to find temporary or seasonal work in agriculture related to a job in packing, processing, harvesting, cultivating of crops, food processing, dairy work, forestry, fishing, etc?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Estos cambios fueron para buscar trabajo temporal en cualquiera de las siguientes industrias como en agricultura, empaquera, procesando, cultivando, o levantando cosechas, etc. También procesando comida, trabajo de lechería, trabajo forestal, o trabajo de pesca? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "yes" to question # 2, please complete the information below.

Name of parent or guardian: \_\_\_\_\_ Phone # \_\_\_\_\_

Address/ city/ zip \_\_\_\_\_

Si contesta sí a la pregunta # 2, por favor complete la información siguiente.

Nombre del padre o guardian: \_\_\_\_\_ Telefono: \_\_\_\_\_

Dirección: \_\_\_\_\_

Also list names and ages of children who are not enrolled in school.

Por favor escriba nombres y edades de su hijo/ a que no están en la escuela.

Age (Edad)	Last Name (Apellido)	First Name (Nombre)	Middle Name (Segundo nombre)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Thank you (Gracias)

**PARENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Firma de los padres) (fecha)