



ADMISSIONS

Application Process

You may download and print an application for the Richfield Residential Hall from our website.

www.richfielddorm.org

To complete the application packet, all of the following forms are required.

- Enrollment Application
- Copy of Certificate of Degree of Indian Blood
- Copy of Social Security Card
- Copy of Birth Certificate
- Copy of Health Insurance Card (front and back of card)
- A recommendation letter from principal or counselor
- A copy of School Transcript
- Updated Immunization Record
- Signed Consent for Medical Services
- Permission for Participation / Check Out Form
- Physical Exam (Must be submitted before school begins)
- Drug and Alcohol Free Campus Contract and School Policies
- Student Questionnaire with Personal Essay

Richfield Residential Hall
765 West 1st Avenue
Richfield, Utah 84701
(435) 896-6121

INSTRUCTIONS FOR COMPLETING THE STUDENT ENROLLMENT APPLICATION

STUDENT DATA

SCHOOL:	Enter location of school in which you wish to attend, South Sevier High School or Richfield High School. School choice is based on availability.
SOCIAL SECURITY #:	Enter student's social security number. (Please attach a copy of card)
GRADE:	Enter student's enrollment grade, such as 9 th grade, 10 th grade, etc.
STUDENT NAME:	Enter the name of the student by last, first and middle Example: Begaye, Frances Jean
ADDRESS:	Enter the address where student receives mail.
DATE OF BIRTH:	Enter the student's date of birth (Attach a copy of Birth Certificate)
PLACE OF BIRTH:	Enter the location, name of city or town, and state where the student was born.
CELL PHONE #:	Enter student's cell phone number.
GENDER:	Indicate whether the student is male or female.
CENSUS NUMBER:	Enter the census number or enrollment number assigned to the student by the governing tribe or agency in which he/she is a member/enrolled. (Please attach a copy of Certificate of Indian Blood).
DEGREE INDIAN:	Indicate such as 4/4, 3/4, 1/2, 1/4, etc. (Verified by CIB).
HOME AGENCY:	Enter the name of government office which has the responsibility or list of enrolled members which includes the student's name.
CHAPTER AFFILIATION:	Enter the name of the Chapter which the student is enrolled.
RELIGION AFFILIATION:	(Optional) – This section is to be filled out only if you wish to provide the information.

PREVIOUS SCHOOL INFORMATION

LAST SCHOOL ATTENDED:	List the name, address, dates, grade completed and reason for leaving the school previously attended. <u>The information is very important, PLEASE fill out as accurately as possible.</u>
PARTICIPATION:	Has the student participated in Special Education Programs or received additional assistance or educational resources.

FAMILY AND BACKGROUND INFORMATION

FATHER'S ADDRESS:	Enter Father's address if different from students
TRIBAL AFFILIATION:	List of Tribe(s) in which father is enrolled.
HOME AGENCY:	Enter Agency where father is enrolled.
CENSUS NUMBER:	Enter father's census number.
LIVING/DECEASED:	Indicate whether father is living. If deceased, enter date of death.
OCCUPATION:	Enter father's occupation
EMPLOYER:	Enter the name of your father's employer or where he works.
TELEPHONE NUMBERS:	Please list father's home telephone, work number, cell phone and emergency number or any number where your father can be reached in case of an emergency. If other, indicate friend, aunt, uncle, etc.
MOTHER'S INFORMATION:	Same instructions as above.
DOMINANT LANGUAGE:	Enter the main language spoken at home.
LEGAL GUARDIAN:	Same instructions as above.

ALL ITEMS MUST BE RECEIVED BEFORE APPLICATION WILL BE REVIEWED OR APPROVED

COPIES NEEDED:	<ul style="list-style-type: none">● A copy of Student's Social Security Card● A copy of Certificate of Indian Blood● A copy of Birth Certificate● A copy of Updated Immunization Records● A copy of School Transcript● A letter of recommendation from principal or counselor
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IF YOU SHOULD HAVE ANY QUESTIONS OR CONCERNS REGARDING THIS APPLICATION
PLEASE CONTACT OUR OFFICE AT (435) 896-6121.

RICHFIELD RESIDENTIAL HALL
765 West 1st Avenue
RICHFIELD, UTAH 84701
(435) 896-6121



Richfield Residential Hall

Student Enrollment Application Form

We are pleased that you are enrolling your child in Richfield Residential Hall. We offer a comprehensive educational program to provide the very best education and learning experience for your child. Students will be placed in either South Sevier High School or Richfield High School which are fully accredited by the Northwest Association of Schools and Colleges and meet all requirements for promotion and graduation from a public school. In addition to an exemplary education, students will also grow socially, emotionally, and physically through a wide range of residential programs and support systems. Please complete this enrollment form as fully and accurately as you can. **Use only a black pen or type (print).**

STUDENT DATA: Please provide information to all of the following:

Name of School: _____

Social Security #: _____ - _____ - _____ Grade: _____

Student Name: _____
Last First Middle

Address: PO Box: _____ Street: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: ____/____/____ Place of Birth: _____ Cell Phone #: _____

Gender: Male Female Census # _____ Degree Indian; _____

Home Agency: _____ Chapter Affiliation: _____

Religious Affiliation (Optional): _____

PREVIOUS SCHOOL INFORMATION

Last School Attended: _____ Grade: _____

Phone Number: _____ Reason for Leaving: _____

Student has Participated in Special Education/Resource or Chapter 1 Program Yes No

For Office Use Only

Certificate of Indian Blood
Immunization Records
Recommendation Letter

Social Security Card
Health Insurance
Physical Examination

Birth Certificate
School Records

Date Application Received: _____

Date Application Approved: _____

Health Consent

CONSENT OF PARENT OR LEGAL GUARDIAN OR OTHER PERSON WHO HAS PRIMARY RESPONSIBILITY FOR THE CARE OF THE CHILD

Name of Student _____ Birthdate _____

I (We), _____
give consent for the Richfield Residential Hall to arrange for treatment for the following services for this child.

Medical and Dental Health Insurance is required for services

Please a copy of the front and back of insurance card

- Health care including medical examinations, routine laboratory studies, x-ray procedures, and skin tests.
- Dental care including dental examinations and necessary emergency dental care.
- Mental health services including evaluation and treatment as necessary.
- Emergency health care for accidents or illness.
- Transportation of the child to and/or from another health facility for these services.
- Administration of common over-the-counter medication to include (ibuprofen, tylenol, aspirin, cold/cough medicine, pepto, etc) as indicated in RRH medication administration policy.

I hereby give consent for all of the above services

Exceptions or special instructions: _____

Any known medication allergies: _____

Signed _____

Address _____

Relationship _____

Date _____ Valid Until May 30, 2011

ACADEMIC HISTORY

List each school you have attended during the last three years, beginning with the one you are attending now. If you withdrew before completing any school year, indicate the reason.

Grade:	Name of School:	Address & Zip	Year	Reason
8 th	_____	_____	_____	_____
9 th	_____	_____	_____	_____
10 th	_____	_____	_____	_____
11 th	_____	_____	_____	_____
12 th	_____	_____	_____	_____

Please list any honors or prizes you have received or positions of leadership you have held during the past three years.

List those sports which you enjoy, and indicate whether you have played them recreationally or competitively. Where appropriate, also indicate which position(s) you played and any honors you have received in that sport (e.g. varsity letter, captain, all-star, MVP, etc).

What do you do for recreation? _____

Do you participate in any clubs? _____

What interest/experience do you have in student government? _____

What musical instrument(s) do you play? _____

What interest/experience do you have in arts and crafts (e.g. drawing, painting, photography)? _____

What subjects did you like best in school and why? _____

What subjects have been most difficulty and why? _____

PLEASE COMPLETE THE FOLLOWING SENTENCES:

The most important extracurricular activity to me is _____

My greatest skill or talent is _____

I am happiest when _____

My most memorable day was _____

Three adjectives that describe me best are _____

Someday I would like to _____

The personal quality I admire the most is _____

I would like to be better at _____

With my friends I am _____

ACADEMIC CONDUCT/BEHAVIOR

Have you ever been dismissed, suspended, placed on probation, or received other disciplinary actions or recommendations? If yes, please provide a full explanation.

What is your perception of your behavior in a classroom environment on a daily basis? _____



Richfield Residential Hall
765 West 1st Avenue
Richfield, Utah 84701

2010-2011

**PERMISSION FOR PARTICIPATION
Dorm/High School Activities**

I hereby give the Richfield Residential Hall permission to release my son and/or daughter _____ to participate in all Richfield Residential Hall functions and all high school related activities including, but not limited to athletics, socials, clubs, or class activities, intramural sports, field trips, class projects and competitions.

Parent or Legal Guardian Signature

Date

CHECK OUT AUTHORIZATION

The following person(s) listed below are authorized to checkout my son/daughter from the Richfield Residential Hall. I fully understand that once the authorized person has checked them out, Richfield Residential Hall is no longer responsible or liable for my son/daughter. It is further understood and agreed that Richfield Residential Hall administration may deny student checkout requests when such requests raise concern for student safety and supervision. Persons other than immediate family must be 21 years old in order to check students out.

Name	Relationship	Name	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NO OTHER PERSON MAY CHECK MY SON/DAUGHTER OUT OF THE RICHFIELD RESIDENTIAL HALL WITHOUT MY WRITTEN PERMISSION. AND NO OTHER ADDITIONS WILL BE MADE WITHOUT MY WRITTEN APPROVAL BY BOTH PARENTS AND DORM PRINCIPAL. ALL CHANGES MUST BE MADE IN WRITING AND VERIFIED BY PHONE BY THE PARENT/GUARDIAN.

Parent or Legal Guardian Signature

Date

If employees of Richfield Residential Hall check students out while employees are off their tour of duty, the Richfield Residential Hall assumes no responsibility or liability. Overnight checkouts of students by RRH employees are not authorized or sanctioned by RRH.



Student Name: _____ School Year: 2010-2011

Student Alcohol/Drug Policy:

1. When a student is suspected of using alcohol, an initial assessment will be made by staff at the time of occurrence so as to determine if the student will be taken to the appropriate offices (academic or residential) for further assessment. If deemed appropriate by supervisor on duty, urinalysis or breathalyzer test will be administered by trained personnel. 911 may be called to transport student for medical advice and/or further testing. At this time, staff will begin documentation of intervention.
2. Trained Richfield Residential Hall staff will complete the RRH Health Screening form before the student is transported to the Sevier Valley Hospital. Hospital telephone number is: Sevier Valley Hospital (435) 896-8271.
3. When it is determined by medical staff through means of formal alcohol/drug assessment that it is safe for a student to return to campus, the student must obtain a medical release from Sevier Valley Hospital staff before they will be released to the custody of Richfield Residential Hall.
4. Students who are under the influence will not be placed in Sick Bay or with other students. Law enforcement or trained personnel will be called to assist for the protection of the student and others.
5. Students who are under the influences of alcohol or drugs will be referred for assessment and/or treatment and may face disciplinary action. All alcohol and drug violations are referred to appropriate court system.
6. Noncompliance with or refusal of service(s) may result in a disciplinary hearing or immediate expulsion from the program.

Act of Violence:

Any act of violence, to include harassment, threatening or inflicting physical harm, hazing or dragging or assault may result in a disciplinary hearing or immediate expulsion from the program.

Search Policy:

For reasonable cause and essential in assuring the welfare and safety of students and staff, Richfield Residential Hall staff, acting in loco parentis as legal custodian of the school and property may, at their discretion exercise search and seizure action. Such search and seizure activities will be held in compliance with 25 CFT-Part 42.3,(B), Rights and Responsibilities of the Individual Student. The Residential Hall may conduct canine searches of school property and residential facilities.

Vandalism Policy:

Richfield Residential Hall students are made notice that all student acts of vandalism against the property of Richfield Residential Hall will be the financial responsibility of the student/parent/guardian. In addition to the cost of the vandalism, student may be subject to restitution through the juvenile justice department.

Personal Property Policy:

Care and protection of personal property shall be the responsibility of the owner. All personal property shall be clearly labeled and identified by the owner. Large sums of money should be kept under lock or placed in the office safe. Similarly, electronics and other valuable items should be kept under lock. Richfield Residential Hall is not legally or fiscally responsible for lost or stolen property.

I am legally responsible for this student and hereby apply for his/her admission to Richfield Residential Hall. I read and understand the above policy. I agree to support all program policies, procedures and the Student Code of Conduct and Student Handbook while my student is enrolled.

_____/_____/2010-2011 School Year
Parent Signature

I have read and understand the above policies. I agree to abide by all program policies, procedures, Student Code of Conduct and Student Handbook while I am enrolled at Richfield Residential Hall. I understand that violation of program rules or the Student Code of Conduct may result in disciplinary action and release from the program.

_____/_____/2010-2011 School Year
Student Signature

NOTE: Refusal to sign will result in applicant not being considered for enrollment.

Richfield Residential Hall
Drug and Alcohol Free Campus
Student/Parent Consent

Student Name: _____ School Year: 2010-2011

Expectation of Parent/Guardian:

- As the parent or guardian of the above named student, I support Richfield Residential Hall's **No Alcohol, Drug and Tobacco Policies**.
- I have discussed these policies with my student and will reinforce and support Richfield Residential Hall's recommendations for services when they are offered. (see previous page of policies)
- I agree to my child being randomly tested for use of alcohol and drugs.
- I understand that refusal or noncompliance with program recommendations may result in my child being suspended or expelled from Richfield Residential Hall.

Expectation of Students:

- I understand and will follow Richfield Residential Hall's policies and rules regarding use of alcohol, drugs or tobacco while enrolled at school.
- I will abide by recommendations for treatment or services for use of alcohol, drugs or tobacco.
- I understand that refusal or noncompliance with recommended services may result in my release from enrollment at Richfield Residential Hall.
- I will comply with my Individual Treatment Plan established with my counselor while residing at the Richfield Residential Hall.
- I agree to be randomly tested for use of alcohol or drugs.

We have reviewed and agree to policies, expectations and consequences for use of alcohol, drugs or tobacco as established by Richfield Residential Hall.

_____/_____/2010-2011 School Year
(Parent Signature)

_____/_____/2010-2011 School Year
(Student Signature)

Note: Refusal to sign will result in applicant not being considered for enrollment.

TO BE COMPLETED BY A HEALTH PHYSICIAN

PHYSICAL EVALUATION

DATE OF EXAM _____	
Name _____	
Sex _____	Age _____ Date of Birth _____ Grade _____ School _____
Address _____ Phone _____	
Personal Physician _____	

EXAM

Physical examination should incorporate and evaluation of the following areas: (1) vision; (2) hearing; (3) skin; (4) respiratory; (5) cardiovascular; (6) liver, spleen, kidney; (7) musculoskeletal; (8) neurological; (10) urinalysis (protein and sugar exam required); (11) physical status (developmental level).

PROBLEM LIST

1. _____
2. _____
3. _____
4. _____

DISPOSITION: Physician to check one of the following:

A. I certify that I have examined the patient and find him/her physically able to complete in all supervised activities.

B. Student is not physically able to participate in activities pending evaluation of:

_____ (ailment)

_____ (specialist)

C. Student may participate but should have a yearly physical exam with special reference to _____

D. Student may not participate in the following activities: _____

Reason: _____

Physician's Name

(print)

Address

Phone _____

Physician's Signature

Date