



## Checklist for Student Documents

### **ALL DOCUMENTS MUST BE PROVIDED BEFORE STUDENT START DATE.**

- \_\_\_\_\_ \$50.00 Instructional fee per child. (Up to 2 children. Cash or check. Please make out at Albert Einstein Academy.)
- \_\_\_\_\_ Completed Enrollment form (Please fill out completely. Parent / Guardian signature is required.)
- \_\_\_\_\_ Request for student records form
- \_\_\_\_\_ Copy of student's birth certificate
- \_\_\_\_\_ Copy of student's social security card
- \_\_\_\_\_ Copy of student's immunizations record (New updated vaccines required for 7th and 12th grades.)
- \_\_\_\_\_ Copy of proof of residency (See attached form)
- \_\_\_\_\_ Copy of custody / guardianship papers (If applicable.)
- \_\_\_\_\_ **Grades 9-12:** Copy of unofficial high school transcript
- \_\_\_\_\_ Copy of IEP/ETR or 504 Plan and Evaluation (If applicable.)
- \_\_\_\_\_ Household Income Form / Title 1 (Fee Waiver)
- \_\_\_\_\_ Special Services Questionnaire
- \_\_\_\_\_ Emergency Medical Authorization
- \_\_\_\_\_ Medical / Health Screening
- \_\_\_\_\_ Language Usage Survey
- \_\_\_\_\_ Community Service Requirement Form
- \_\_\_\_\_ Student Code and Standards Form
- \_\_\_\_\_ Parent / Student School Contract
- \_\_\_\_\_ Student / Parent Directory Release Form
- \_\_\_\_\_ Photo and Video Release Form
- \_\_\_\_\_ Pick Up Authorization Form
- \_\_\_\_\_ Cell Phone Policy
- \_\_\_\_\_ Lunch Permission Form (Lakewood Campus Only)

This folder also contains reference sheets for parents. They include a school calendar, teaching philosophy, proof of residency guidelines, immunizations list and information, and the Superintendent's welcome letter. Please send all paperwork to [enrollment@aeaohio.org](mailto:enrollment@aeaohio.org). You may also drop the enrollment forms off to any AEA school office.



ADDITIONAL STUDENT INFORMATION:	
WHAT SCHOOL DISTRICT DO YOU CURRENTLY LIVE IN?	
NAME OF LAST SCHOOL ATTENDED	DATE OF LAST ATTENDANCE
ETHNIC CODE (CHECK ALL THAT APPLY)	
<input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE <input type="checkbox"/> BLACK <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> WHITE	
* IS YOUR CHILD OF HISPANIC OR LATIN HERITAGE? YES NO	
*IF STUDENT IS MULTI-RACIAL, PLEASE CHECK ALL BOXES THAT APPLY	
MIGRANT OR HOMELESS STATUS	
IS THE STUDENT, THIS STUDENT'S PARENT, GUARDIAN, OR SPOUSE OF A MIGRATORY WORKER?	
YES OR NO	
NATIVE LANGUAGE	
IS ENGLISH THE STUDENT'S NATIVE LANGUAGE? _____	
IF NO, PLEASE IDENTIFY THE STUDENT'S NATIVE LANGUAGE. _____	
PLEASE CHECK YES OR NO FOR THE FOLLOWING THAT APPLY:	
a) STUDENT WAS BORN IN THE UNITED STATES YES NO b) RESIDES IN A HOME IN WHICH A LANGUAGE OTHER THAN ENGLISH IS USED FOR COMMUNICATION YES NO c) RESIDES IN A HOME IN WHICH A LANGUAGE OTHER THAN ENGLISH HAS A SIGNIFICANT IMPACT ON HIS/HER LEVEL OF UNDERSTANDING OF THE ENGLISH LANGUAGE YES NO	
PARENT/GUARDIAN SIGNATURE	
I/WE HAVE REVIEWED THE APPLICATION AND TO THE BEST OF MY/OUR KNOWLEDGE, THE INFORMATION THAT HAS BEEN PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT GIVING FALSE, OR INCOMPLETE, INFORMATION REQUESTED HEREIN WILL RISK DELAY IN THE PROCESSING OF THE ABOVE-NAMED STUDENT APPLICATION AND MAY JEOPARDIZE ENROLLMENT AT ANYTIME AT THE ALBERT EINSTEIN ACADEMY.	
NAME OF PARENT/GUARDIAN (PRINTED):	RELATIONSHIP TO STUDENT:
SIGNATURE OF PARENT/GUARDIAN:	DATE

Does your child currently have an IEP? \_\_\_\_\_

Does your child currently have a 504 plan? \_\_\_\_\_

How did you hear about AEA? \_\_\_\_\_

**PLEASE RETURN COMPLETED FORMS BY:**

EMAIL: [enrollment@aeaohio.org](mailto:enrollment@aeaohio.org)

MAIL: ALBERT EINSTEIN ACADEMY  
ENROLLMENT  
25000 Country Club Blvd. #135  
North Olmsted, Ohio 44070

FAX: 440-617-6809



## Request for Student Records

**To the Parent/Guardian:** Please complete, sign, and return to AEA as soon as possible.

**Student Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Current Grade:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Previous School:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**School Phone:** \_\_\_\_\_ **School Fax:** \_\_\_\_\_

*I hereby authorize \_\_\_\_\_ (previous school) to release school records on file for the above-named student to the Albert Einstein Academy for Letters, Arts, and Sciences.*

**Parent/Guardian:** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
(Print Name)

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature)

**To the Current School:** The student above is registering at the Albert Einstein Academy. To aid our enrollment process, please send the following information for the student:

**Please provide SSID # to this student:** \_\_\_\_\_

- All report cards/progress reports
- Results of all standardized tests and evaluations
- Results of all cognitive abilities tests and evaluations
- Psychological reports
- Results of all criterion-referenced tests and evaluations
- All Special Education Records including current ETR, IEP, and/or behavioral plan
- School disciplinary records
- Counseling reports
- Current health records
- Current 504 Plan
- Birth Certificate

**Please send this information (including this form) to the address listed below. Should you have any questions, please feel free to contact admissions.**

**AEA Phone: 440-471-4982.**

**AEA School Fax: (440)-617-6809**

[enrollment@aeaohio.org](mailto:enrollment@aeaohio.org)

**Albert Einstein Academy of Letters, Arts, and Sciences**

**Attn: Student Records Request**



## Immunizations

Dear Parents / Guardians:

The Ohio Law Sections 3313.671 and 3701.13 of the Ohio Revised Code require that all students enrolled in Kindergarten through Grade 12 have written proof that they have received the following immunizations in their student files:

### **Kindergarten and School Age Entrance:**

- DPT/DTaP (Diphtheria, Pertussis, Tetanus) - 5 doses
- IPV (Polio / Poliomyelitis) - 4 doses
- MMR (Measles, Mumps, Rubella) - 2 doses
- Hepatitis B - 3 doses
- Varicella (Chickenpox) - 2 doses
- *Influenza - recommended yearly*

### **Grade 7:**

- Tdap (Diphtheria, Pertussis, Tetanus) - 1 dose
- MCV4 (Meningococcal) - Dose 1 of 2
- HPV (Human Papillomavirus) - *Recommended* - 3 doses

### **Grade 12:**

- MCV4 (Meningococcal) - dose 2 of 2

Please provide a copy of your child's current immunization record and return it with your registration packet.

**The Ohio Revised Code states that any student who does not submit proof of these immunizations by the 15th day of school will be excluded from school attendance.**



## Proof of Residency

We are required by the Ohio Department of Education to keep Proof of Residency on file for each student attending AEA. We must have **ONE** of the following for each student attending:

1. Voter registration card
2. Lease / rental agreement
3. Rent receipt
4. Mortgage statement
5. Utility statement
6. Bank statement

The Proof of Residency must be current and include your full name and Address. **No P.O. Boxes are permitted.**

**If you move during the school year, you must provide a NEW Proof of Residency document.**



## Special Services Questionnaire

**Student's Name:** \_\_\_\_\_ **Grade in Fall 2024:** \_\_\_\_\_

**Does your child receive any educational services/assistance or been given a diagnosis that has an impact on the child at school?**

Yes     No     Decline to answer

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

**Please list any medications prescribed for your child relating to his/her current special needs.**

\_\_\_\_\_

**What type of special education services or testing has your child received?**

\_\_\_\_\_

**How long have these services been provided?**

\_\_\_\_\_

**If your child has a current I.E.P. (Individual Education Plan) or 504 Plan please list the name of the district, the district contact and their phone number? Please attach a copy of the plan if you have one.**

District Name: \_\_\_\_\_

District Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext. # \_\_\_\_\_

**Please provide us with any additional comments/information that will help us support your child.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian(s)

\_\_\_\_\_  
Preferred Phone Number

\_\_\_\_\_  
Please print name of above signer

\_\_\_\_\_  
Relationship to Student



**EMERGENCY MEDICAL AUTHORIZATION FORM**

Date \_\_\_ / \_\_\_ / \_\_\_

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Home Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

Student's Home Phone \_\_\_\_\_ Parent's email address \_\_\_\_\_ Birthday \_\_\_\_\_

Parent/Guardian 1 Name \_\_\_\_\_ Relationship (Mother, Father, etc...) \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Parent/Guardian 2 Name \_\_\_\_\_ Relationship (Mother, Father, etc...) \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Parent/Guardian 3 Name \_\_\_\_\_ Relationship (Mother, Father, etc...) \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**Please List Two Emergency Contacts**

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**Medical Information**

I hereby GIVE consent for the following medical care providers and hospitals to be called:

Physician \_\_\_\_\_ Phone \_\_\_\_\_ Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Medical Specialist \_\_\_\_\_ Phone \_\_\_\_\_ Local Hospital \_\_\_\_\_ Phone \_\_\_\_\_

**Medication**

All medication required at school must be accompanied by a separate medication authorization form.

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above named doctors, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

Parent/Guardian Name (printed) \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



## Medical / Health Screening

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Medical History

Please provide the year of any of the following health issues:

Chicken Pox:	Scarlet Fever:	Eczema:	Diabetes:
Measles:	Convulsions:	Ear Infections:	Heart Disease:
Mumps:	Strep Throat:	Hearing Problems:	Kidney Disease:
Rubella:	Hay Fever:	Vision Problems:	Other:

Does your child have: (If yes, please explain.)

1. Any known physical disabilities? \_\_\_\_\_
2. Allergies or asthma? \_\_\_\_\_  
Emergency treatment required? \_\_\_\_\_
3. Bee sting allergy / food allergies? \_\_\_\_\_  
Emergency treatment required? \_\_\_\_\_
4. Hospitalization? (reason and dates): \_\_\_\_\_
5. Injuries or operations? \_\_\_\_\_
6. Serious illness? \_\_\_\_\_
7. Currently taking any medication? \_\_\_\_\_  
Name of Medication \_\_\_\_\_  
Reason for Medication \_\_\_\_\_
8. Will your child need medication at school? YES OR NO
9. **For Kindergarten - 2nd grade:** Is your child fully potty trained? YES or NO  
Can your child independently use the toilet? YES or NO  
Can your child change themselves in case of an accident? YES or NO
10. Other health issues or concerns: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Appendix A: Language Usage Survey**

Parents and Guardians: Please only complete this page of the survey. The back of this form will be completed by the school. A completed language usage survey is required for all students upon enrollment in Ohio schools. This information will tell school staff if they need to check your child's proficiency in English. Answers to these questions ensure your child receives the education services to succeed in school. The information is not used to identify immigration status.

<b>Student Name:</b> <i>(First Name and Last Name)</i> _____		<b>Student Date of Birth:</b> <i>(mm/dd/yyyy)</i> _____	
<p><b>Communication Preferences</b> Indicate your language preference so we can provide an interpreter or translated documents at no cost when you need them. All parents have the right to information about their child's education in a language they understand.</p>		<p>1. In what language(s) would your family prefer to communicate with the school? _____</p>	
<p><b>Language Background</b> Information about your child's language background helps us identify students who qualify for support to develop the language skills necessary for success in school. Testing may be necessary to determine if language supports are needed.</p>		<p>2. What language did your child learn first? _____</p> <p>3. What language does your child use the most at home? _____</p> <p>4. What languages are used in your home? _____</p>	
<p><b>Prior Education</b> Responses about your child's birth country and previous education give us information about the knowledge and skills your child is bringing to school and may enable the school to receive additional funding to support your child.</p>		<p>5. In what country was your child born? _____</p> <p>6. Has your child ever received formal education outside of the United States?  <input type="checkbox"/> Yes   <input type="checkbox"/> No            If yes, how many years/months? _____            If yes, what was the language of instruction? _____</p> <p>7. Has your child attended school in the United States?   <input type="checkbox"/> Yes   <input type="checkbox"/> No            If yes, when did your child first attend a school in the United States?            _____ / _____ / _____            Month                  Day                  Year</p>	
<p><b>Additional Information</b> Please share additional information to help us understand your child's language experiences and educational background.</p>			
Parent/Guardian First Name: _____		Parent/Guardian Last Name: _____	
Parent/Guardian Signature: _____		Today's Date: <i>(mm/dd/yyyy)</i> _____	

Thank you for providing the information above. Contact your school or district office if you have questions about this form or about services available at your child's school. Translated information about schools' civil rights obligations to English learner students and limited English proficient parents can be found here: <https://www2.ed.gov/about/offices/list/ocr/ellresources.html>





## Community Service Requirement Form

Student Name: \_\_\_\_\_

Grade (Fall 2024): \_\_\_\_\_

### COMMUNITY SERVICE PROGRAM

For each year enrolled at AEA, the student must complete a minimum of **5 hours** in Intermediate School, (grades 4-6) **15 hours** in Middle School (grades 7-8) and **25 hours** in High School (grades 9-12).

#### Community Service Program Purpose:

- Help students become more active members of their community
- Increase student knowledge and understanding of their community
- Meet real community needs
- Foster relationships between the school and surrounding communities
- Encourage student altruism and caring for others
- Improve student personal and social development
- Teach critical thinking and problem-solving skills
- Increase career awareness and exposure among students
- Improve student participation in and attitudes toward school
- Improve student achievement in core academic courses
- Reduce student involvement in risk behaviors
- Global awareness

#### Community Service Project Examples:

Some examples of Community Service Projects that would receive credit towards the 15/25-hour minimum requirement would include, but are not limited to, volunteering at the American Red Cross, helping out in a nursing home, and/or assisting a non-profit agency.

#### Community Service Hours:

All hours must be human or animal service related, unpaid and completed outside of school hours. All hours must be documented in writing. Parents may not sign the form as a supervisor. Paperwork of completion must be turned into the office by the last day of school. Completion of the community service requirement will be listed on the student's final yearly transcript.

#### Community Service Activity and Prior Approval Forms:

Community Service Activity Forms can be obtained from the school secretary. Students are encouraged to keep a copy of all forms submitted for their own records.

By signing below, I acknowledge that I have read, and understand that all students attending the Albert Einstein Academy are required to complete a specific number of community service hours during each of the years that they attend the school.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_



## Student Code and Standards Form

**All AEA students promise to abide by the following Student Code of Conduct:**

I will familiarize myself with all provisions contained in the AEA Student Handbook (available online at [www.aeaoio.org](http://www.aeaoio.org)).

I will abide by all AEA policies and follow the directions of the administrators, staff, and instructors of the school as they implement those policies.

I understand that AEA is an academic institution, and that I am here to learn. I will make my academic commitments my highest priority, and I will conduct myself with all proper decorum in accordance with an academic institution.

I will abide by the established AEA Dress Code.

As stipulated in the AEA Academic Integrity Policy, I agree not to cheat, copy, or plagiarize on any assignment or exam, nor will I help anyone else cheat, copy, or plagiarize.

I will be honest and forthright in all my dealings with administrators, staff, and instructors.

I will show respect for the property and physical environment of others, the school, and the community. I will treat others with respect and courtesy, settling disputes in a reasonable manner and without violence.

I will not verbally, physically, mentally, or emotionally harass, bully, or intimidate any student/employee of AEA.

I understand and agree to abide by the contents and principles of the AEA Student Code. I acknowledge that violating the stipulations above could lead to serious consequences including suspension or expulsion from the school.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **Student-Parent Directory Release Form**

In an effort to help the Albert Einstein Academy community stay better connected throughout the school year we will be compiling a Student Directory that includes students' and parents' names, addresses, phone numbers, and e-mail addresses. Your information will be included in this directory unless you choose to opt out by checking the box below. We do not share your personal information and/or our school directory with any other organizations or with individuals unaffiliated with our school.

**Below is information that will be included in the directory unless otherwise specified:**

Student's name:

Grade:

Parent/Guardian 1:

Parent/Guardian 2:

Home address:

Home phone:

Cell phone:

Email:

I grant Albert Einstein Academy the right to print the above information in a school directory.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

OPT OUT: Please DO NOT INCLUDE our contact information in the Student Directory



***Photo/Videotape Release Form***

Throughout the school year, there may be times when Albert Einstein Academy staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audiotape/videotape students, or interview students for school- related stories in a way that would individually identify a specific student. Those photographs and/or audio/videotaped images or interviews may appear in school or district publications; in school or district video productions; on the school or district Web site; in the news media; or in other nonprofit, education-related organizations' publications.

*Please complete this form, and return it to your child' s school*

I hereby grant unto my child' s school, Albert Einstein Academy, permission to use my child' s photograph and/or videotaped image for the purposes mentioned above. I understand and agree that Albert Einstein Academy may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. I further grant unto Albert Einstein Academy permission to allow my child to be photographed, audio/ videotaped, or interviewed by the news media or other organizations for school-related stories or articles.

Please check one:            \_\_\_\_\_ Yes, permission granted

   \_\_\_\_\_ No, permission is not granted

\_\_\_\_\_  
Student's Name Grade

\_\_\_\_\_  
Parent/Guardian's Name

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

# Albert Einstein Academy

Phone: (440) 471-4982

Fax: (440) 617-6809

## PICK-UP & RELEASE AUTHORIZATION

### 2024 - 2025 SCHOOL YEAR

The school will release the below named child to the following persons only. Changes to these authorized names must be in writing, signed, and dated by the parent(s) or legal guardian(s).

I \_\_\_\_\_ authorize the following persons to pick up my  
(Parent/Guardian Name)

child, \_\_\_\_\_ :  
(Child's Name) (Grade)

**Please list any authorized person who will be picking up your child including mother, father and/or guardian. Failure to list a child's parent will not diminish parental rights and those written in a current court order.**

Names:	Phone Numbers:
1) _____	(Home) _____ (Work/Cell) _____
2) _____	(Home) _____ (Work/Cell) _____
3) _____	(Home) _____ (Work/Cell) _____
4) _____	(Home) _____ (Work/Cell) _____
5) _____	(Home) _____ (Work/Cell) _____
6) _____	(Home) _____ (Work/Cell) _____
7) _____	(Home) _____ (Work/Cell) _____

Please notify the school office by **phone and written note/email** when someone other than the regularly scheduled person is picking up your child.

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



## Albert Einstein Academy Parent-Student-School Contract

This agreement between the school, parent(s)/guardian(s), and students ensures respect for all members of our school community, allows for a safe learning environment for all, and appropriate learning opportunities for everyone at school. Please sign the bottom of this form and return it to the school. If you have any questions, please contact your building principal.

Albert Einstein Academy is a welcoming and diverse district which provides a comprehensive and rigorous educational environment with resources, programming, and support for all students regardless of race, religion, sexual orientation, or gender identity. In order to achieve our mission, all members of the school community have responsibilities to ensure the best environment for all.

As a parent/guardian I agree to...

- Be sure my child attends school daily and on time with necessary materials.
- Be an active partner and communicate regularly with school staff.
- Establish a time and place for homework and verify that it is completed.
- Be sure my child is rested, fed and properly dressed.
- Support the school in their efforts to maintain proper discipline.

As a student I agree to...

- Attend school regularly and be on time.
- Work hard to do my best in class.
- Complete and return homework assignments.
- Follow the school rules in the code of conduct.
- Ask questions when I do not understand something.
- Respect myself and others.

As a teacher I agree to...

- Show that I care about all students.
- Provide high quality instruction in a supportive learning environment.
- Make classroom rules and discipline plans clear to students and parents.
- Provide homework assignments that will reinforce classroom instruction.
- Communicate and partner with families to support students' learning.
- Notify parents of any change in attendance, achievement, grades, or behavior.

As a principal I agree to...

- Encourage all staff to welcome parents/guardians to the school and invite their participation at meetings, parent-teacher conferences, and all special activities.
- Provide an environment that enhances learning and allows for positive communication between the teacher, parent/guardian, and student.

**We agree to RESPECT each other as we learn and grow together.**

---

We have read this compact and agree by signing below to carry out our responsibilities as stated in the compact.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

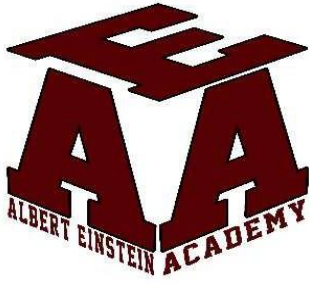
Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I am signing this agreement as a:** Parent \_\_\_\_\_ Student \_\_\_\_\_ Teacher \_\_\_\_\_ Principal \_\_\_\_\_





## **Albert Einstein Academy of Ohio**

Tuition Free, Public Community Schools K-12  
Lakewood, and Strongsville  
440-471-4982 / 440-617-6809 fax  
[www.aeaohio.org](http://www.aeaohio.org)

*Kristen Thomas, M.S.  
Superintendent of Schools*

2024 -2025

Hello and welcome to AEA!

It is my pleasure to welcome you to AEA on behalf of the faculty, staff, and the Board of Education. AEA is a dynamic, educational environment designed specifically to meet the needs of our students and families. We are happy you are joining us!

We are a tuition-free public-school option for students and families living in any community in the state of Ohio. We believe that full-day Kindergarten is necessary to serve the developmental needs of young learners. We are happy to support that need by offering full day, tuition-free Kindergarten at our Strongsville campus. All AEA teachers are licensed and qualified under ESSA through the Ohio Department of Education. We only hire exceptional faculty and staff.

Additionally, we serve the needs of special education students at all levels, by providing services including psychological assessments, speech and language therapies, physical therapy, occupational therapy, music therapy, and learning interventions. We also offer a comprehensive program for students with Autism who need specific learning and behavioral support. The 2024-2025 school year marks year 12 for Albert Einstein Academy of Ohio. We have grown from our initial campus in Westlake, with 72 students in 2013, to a current projected enrollment of 400 students in 2024. We have 2 campuses which are located in Lakewood (grades 6-12), and Strongsville (grades K-12).

It is a great time to be a student at AEA and we look forward to your family joining us!

Sincerely,

*Kristen Thomas*

**Kristen Thomas, M.S.**

Pronouns: She/Her/Hers  
Superintendent  
Phone: (440)-471-4982 Fax: (440)-617-6809

Administrative Offices located at 25000 Country Club, Suite 135, North Olmsted, Ohio 44070

***Our Schools continue to grow by referrals from our current families and students. Thank you for recommending AEA.***

This message and any response to it is being archived and may constitute a public record, and therefore may be available upon request (ORC 149.43)



**Albert Einstein Academy of Ohio  
Lakewood and Strongsville**

***We specialize in you!***

## **AEA Teaching Philosophy**

We are teachers by training, but more importantly, we are teachers by nature. We are committed to interdisciplinary education and believe a global perspective is necessary for our students to compete in the 21st century global economy. We read and incorporate current research into our teaching and believe in "best Practices." We think, act, and teach "outside of the box." We will facilitate your child's learning to be deeper than you or they believed possible. Our students will not only be learning but they will also be creating knowledge. Learning will feel different, better, more satisfying, and complete. Teaching and learning will be collaborative, conversational, and meaningful. Albert Einstein Academy will function as a comprehensive learning community with every child and family receiving what they need to experience academic and personal growth.

Visit us at [www.aeao.org](http://www.aeao.org)

**Lakewood Campus (Grades 6-12) 14725 Detroit Ave.**

**Strongsville Campus (Grades K-12): 20566 Albion Rd.**

# Albert Einstein Academy of Ohio | 2024 - 2025 District Calendar

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 - 20 Teacher Work Days  
 18 Ice Cream Social  
 21 First Day for Students

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 Presidents' Day  
 21 Prof. Development Day

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day  
 20 Prof. Development Day

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Prof. Development Day  
 24-25 Parent / Teacher Conferences  
 28 End of Quarter 3

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24 End of Quarter 1  
 25 Prof. Development Day

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 Prof. Development Day  
 14-18 Spring Break

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

22 Prof. Development Day  
 25-26 Parent/Teacher Conferences  
 27-29 Thanksgiving Break

MAY '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

09 Seniors Last Day  
 16 Prof. Development Day  
 18 Graduation Ceremony  
 26 Memorial's Day

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23- Jan. 3, 2025 Winter Break

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 Last Day for Students  
 3 End of Quarter 4  
 4-5 Teacher Work Days

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-2 Winter Break  
 3 Prof. Development Day  
 17 End of Quarter 2  
 20 M.L. King Day

**Key:**

	No School
	First/Last Day
	School Events
	End of Quarter
	Teacher Work Days

Visit us at:  
[www.aeahio.org](http://www.aeahio.org)

Board Approved Nov. 8, 2022



## Albert Einstein Academy Cell Phone Policy

### Strongsville Campus

All cell phones/electronic devices are to be turned off and kept in a student's backpack, locker, or over the door classroom organizer. At times, devices may be used during class with teacher permission and in direct supervision, for educational purposes only. Cell Phones/Electronic Devices may be used during the lunch periods for secondary (Middle school / High school) students only. **Recording of any kind is not permitted.**

Inappropriate use will result in confiscation and/or disciplinary action. Any equipment may be determined by school authorities to be disruptive to the educational process or the orderly operation of the school and deemed prohibited.

AEA is not responsible for the loss, theft, or damage of Cell Phones/Electronic Devices.

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**\*For Parents:** I understand that I should not call or text my child on their cell phone during the school day and will call the school secretary if I should need to speak to my child.

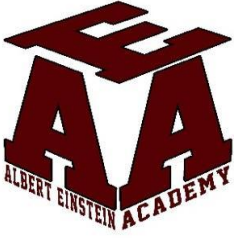
Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*For Student:** I understand and will follow the cell phone policy. If I need to contact my parents, I will do so from the office.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_



## **Albert Einstein Academy of Ohio**

Tuition Free, Public Community Schools K-12

Lakewood, North Olmsted, and Strongsville

440-471-4982 / 440-617-6809 fax

[www.aeaohio.org](http://www.aeaohio.org)

*Kristen Thomas, M.S.  
Superintendent*

2024-2025 School Year

Hello AEA Families!

As we welcome you to the district, I wanted to inform you of an important piece of information. We will use the EMAIL and PHONE NUMBER you provided on the enrollment form to contact you from the district office to let you know about days off (planned and calamity), safety drills, live safety events and other items as they come up throughout the year. Please make sure that you have provided the best email and phone number so that we can ensure we can contact you. Should these items change, please notify the secretary or principal at your students' school building.

### **SAFETY INFORMATION:**

We participate in safety drills (Fired, Tornado, Active Shooter, Lockdown, etc...) throughout the school year as mandated by the state. Students are taught what behavior expectations are and what the process is to work through these types of scenarios.

Should there ever be a live event rather than a drill, you will be notified via Email and Text Message as information can be distributed throughout the event to provide information necessary in real time. You will also receive an Email and Text identifying that the event has ended. For quick events, please be aware that a note may not be out to the families until the event has ended.

I would like to welcome you all to our schools and should you have any questions, please contact me via email.

Sincerely,

*Michelle Petrillo*

Michelle Petrillo, M.Ed.

Assistant Superintendent

[michelle.petrillo@aeaohio.org](mailto:michelle.petrillo@aeaohio.org)

Administrative Offices located at 25000 Country Club, Suite 135, North Olmsted, Ohio 44070

***Our Schools continue to grow by referrals from our current families and students. Thank you for recommending AEA.***

This message and any response to it is being archived and may constitute a public record, and therefore may be available upon request (ORC 149.43)