

Pittsfield Elementary School

Student Registration Checklist

1) You will need the following required documents before making an appointment to register your child:

- Birth certificate and legal documentation of any subsequent name change
- Immunization record showing up-to-date immunization dates
- Physical Examination acceptable if completed in past year
- Proof of Residence Must be a rental/lease agreement OR tax bill (utility bills or post- marked mail are NOT acceptable) NOTE: If living with another family you will need a **notarized** letter from the family in addition to their rental/lease agreement or tax bill.
- Custody documentation and/or parenting plan when parents are separated or divorced
- Completion of this registration packet:

Required documents included in registration packet:

- Student Registration forms
- Student Release & Authorization form
- Disclosure of Directory Information
- Student Health & Healthcare management forms
- School/Family Learning Compact
- Family Handbook Receipt
- Student Records Release form

The following are not required, but are helpful during the registration process:

- Individualized Education Plan (IEP)
- Section 504 Accommodation Plan

2) Once the required documents are received, the main office will schedule the registration meeting. (NOTE: Missing required documents may result in the delay of the registration appointment and/or the student's start date)

3) Documents provided at registration meeting

- Free and Reduced Lunch Application (must be filled out and returned)
- Bus Agreement
- Device agreement
- Pick up Patrol information
- Food services information

4) If your child has an Individualized Education Plan (IEP) or 504 Accommodation Plan, the Student Services office will contact you to schedule a meeting within 30 days of your child's start date.



New Student Registration Form

SECTION 1: STUDENT INFORMATION

Student Name: _____ LAST _____ FIRST _____ MIDDLE _____

Preferred Name (i.e. Liz vs. Elizabeth): _____ Gender: _____ Grade Level: _____

Birthplace: City/Town: _____ State: _____ DOB: _____ / _____ / _____

Primary Phone Number (to contact parent/guardian): _____

Is the student Hispanic or Latino? YES NO

What is the student's race? (Check all that apply)

American Indian/Alaskan Native Asian Black or African American
 Native Hawaiian/Other Pacific Islander White

SECTION 2: PREVIOUS SCHOOL INFORMATION

Last school attended: _____ Last day: _____

School address: _____
Street _____ Town _____ State _____ Zip _____

School Phone: _____ Fax: _____

Does your child have a **504 plan?** YES NO

Does your child have an **IEP?** YES NO

Does your child receive Special Education services? YES NO

If **yes**, please state what service(s):

Counseling Occupational Therapy Para support Physical Therapy
 Resource Room Self-Contained Room Speech Therapy Title I
 Other (specify): _____ Medical concerns: _____

SECTION 3: TRANSPORTATION

Everyday dismissal, unless I change Pick Up Patrol or make a phone call, my child will:

Walk home Car Line pick up Ride the bus home Boys & Girls Club
 Pre-school parent pick up Ride the bus to another location (Specify): _____

In the event that we have an early dismissal because of weather or other emergency, my child will:

Walk home Car Line pick up Ride the bus home Boys & Girls Club
 Pre-school parent pick up Ride the bus to another location (Specify): _____

SECTION 4: RESIDENCY AFFIDAVIT

Physical Address:

Street _____ Town _____ State _____ Zip Code _____

Mailing Address (if different):

Street _____ Town _____ State _____ Zip Code _____

Proof of residence submitted (*Check all that apply*): Lease agreement Tax Bill Notarized letter

I certify that the above information is true and correct and of my own personal knowledge.

Legal Guardian Signature: _____ Date: _____

SECTION 5: STUDENT RESIDENCY QUESTIONNAIRE

The information below will help determine if your child may be eligible for services under the federal McKinney-Vento Homeless Assistance Act. The answers you give will be kept confidential and will not affect your child's enrollment.

Where is the student currently living? (**Please check one**):

- In a permanent home with parent/guardian.
- In a motel or hotel.
- In a shelter or transitional housing program.
- In a car, park, campground, or other place not designed for people to live.
- Temporarily staying with friends/relatives due to loss of housing, economic hardship, or similar reason.
- In temporary foster care or awaiting foster care placement.
- Other (please explain): _____

If you checked anything other than "permanent home," please provide:

Name of person(s) with whom the student is living: _____

Relationship to student: _____

SECTION 6: SCHOOL MESSENGER

Pittsfield School District uses School Messenger, a system used to send messages to guardians via phone calls and emails in the case of an emergency, for Pittsfield School District announcements (i.e. school closures, etc.)

NOTE: All announcements and emergency communications will go to the phone numbers and emails listed for the Guardians.

SECTION 7: GUARDIAN INFORMATION

Please list the guardians below as notated on the student's birth certificate and/or legal adoption

Mother's Name: _____ Student lives with Mother? YES NO

Mother's address: _____
Street _____ Town _____ State _____ Zip Code _____

Mother Cell #: _____ Work #: _____ Email: _____

Can we contact the mother for student information (academic, discipline, medical)? YES NO

Mother to receive school mailings? YES NO

Father's Name: _____ Student lives with Father? YES NO

Father's address: _____
Street _____ Town _____ State _____ Zip Code _____

Father's Cell #: _____ Work #: _____ Email: _____

Can we contact the father for student information (academic, discipline, medical)? YES NO

Father to receive school mailings? YES NO

If separated, who is the primary custodial parent? _____

If student does not live with either parent:

Legal Guardian Name: _____ Relationship to Student: _____

Legal Guardian address: _____
Street _____ Town _____ State _____ Zip Code _____

Guardian Cell#: _____ Work#: _____ Email: _____

SECTION 8: PARENT MILITARY STATUS

Please select all that apply.

One or more of the student's parents/legal guardians are on active duty in the US Armed Forces (not including the National Guard)?

One or more of the student's parents/legal guardians are currently full time in the United States National Guard?

One or more of the student's parents/legal guardians are members of the Armed Forces Reserves or are part-time in the National Guard?

None of the above apply

SECTION 9: EMERGENCY CONTACTS

In the event of an emergency, the school will attempt to notify the Guardians first. Please list 3 additional emergency contacts below.

1) Name: _____ Relationship to student: _____

Cell #: _____ Work #: _____ Other #: _____

Does the student live with this person? YES NO

Can this person Pick up your child? YES NO

Should this person be receiving school mailings? YES NO

2) Name: _____ Relationship to student: _____

Cell #: _____ Work #: _____ Other #: _____

Does the student live with this person? YES NO

Can this person Pick up your child? YES NO

Should this person be receiving school mailings? YES NO

3) Name: _____ Relationship to student: _____

Cell #: _____ Work #: _____ Other #: _____

Does the student live with this person? YES NO

Can this person Pick up your child? YES NO

Should this person be receiving school mailings? YES NO

SECTION 10: HOME LANGUAGE SURVEY

Please list all languages spoken in your home: _____

Which language did your child first hear or speak? _____

If English is the only answer listed above, stop here and sign below. If another language is listed, please answer the remaining questions and sign below.

Which language(s) do you speak to your child? _____

Which language(s) does your child speak at home with adults? _____

Which language(s) does your child speak at home with other children? _____

If a language other than English is listed above, an ESOL teacher will test your child to find out if he or she can speak, understand, read, and write well in English. The results will be sent to you within 30 days. Based on the test results, your child may be eligible to enroll in an English Language (ESOL) class at school. Parents/guardians may accept or decline ESOL program services for their child.

Parent/Guardian Signature: _____ Date: _____

SECTION 11: ADDITIONAL HOUSEHOLD MEMBERS

Please list any other adults that live in the same household as the student.

Name: _____ Relationship: _____ Cell #: _____

Name: _____ Relationship: _____ Cell #: _____

Name: _____ Relationship: _____ Cell #: _____

Name of brothers/sisters at home:

Name: _____ DOB: _____ Grade: _____

Name: _____ DOB: _____ Grade: _____

Name: _____ DOB: _____ Grade: _____



Student Release & Authorization Form

WALKING FIELD TRIP

Pittsfield School District students participate in many activities in and around our community. Please sign below only if your child does NOT have permission to participate in walking field trips.

TO OPT OUT OF WALKING FIELD TRIPS, SIGN HERE: _____

INTERNET ACCESS

Pittsfield School District students utilize the internet for many learning experiences. Please refer to the Pittsfield School District Acceptable Use Policy regarding the use of computers, networks, and telecommunications. Please sign below only if your child does NOT have permission to have internet access as outlined by the Acceptable Use Policy.

TO OPT OUT OF INTERNET ACCESS, SIGN HERE: _____

GOOGLE APPS

The Pittsfield School District is a Google Apps for Education School. Students will be assigned Google email accounts as well as collaborative tools associated with Google Docs and calendars. Google Apps are essential for students to create and store digital work for their courses as well as their electronic portfolio. Please sign below only if your child does NOT have permission to use Google Apps.

TO OPT OUT OF GOOGLE APPS, SIGN HERE: _____

INTERNAL VIDEO/AUDIO USE

Our students and teachers recognize that video and audio recordings of students in our classrooms may serve a variety of educational purposes. These recordings are generally used for student performances and instructional or assessment purposes. Parental authorization is required for video and audio recording in school classrooms. This permission does not extend to media releases (see below) and includes only recordings used within our schools and school programs. Please sign below only if your child does NOT have permission to participate in internal video/audio recordings.

TO OPT OUT OF INTERNAL VIDEO/AUDIO RECORDINGS, SIGN HERE: _____

MEDIA RELEASE

The Pittsfield School District takes pride in the work and achievements of its students. Today, we have opportunities to share this work beyond our school community. Examples include exhibition projects, instructional footage, musical concerts, and honor roll lists. We request that you grant permission for your child's name and picture/video footage to be shared with local newspapers, on the school website, and/or with other organizations.

Please sign ONE of the following options:

AUTHORIZATION: My child's name and picture/video can be published simultaneously.

SIGN HERE: _____

LIMITED AUTHORIZATION: My child's name and picture/video may be published but not simultaneously.

SIGN HERE: _____

NO AUTHORIZATION: My child's name and/or picture/video may NOT be published.

SIGN HERE: _____



Disclosure of Directory Information

Pittsfield School District recognizes our responsibility to protect the privacy of student information records in accordance with the Family Educational Rights and Privacy Act (FERPA). This and other laws ensure that information collected by the Pittsfield School District can be released only for specific and legally defined purposes.

Under the Family Educational Rights and Privacy Act, the following information is defined as an educational record:

- Date and place of birth; parent(s) and/or guardian(s) addresses, and parent/guardian emergency contact information
- Grades, test scores, courses taken, academic activities, and official letters regarding a student's status in school
- Special education records
- Disciplinary records
- Medical and health records collected or maintained at school
- Documentation of attendance, schools attended, and awards conferred
- Proof of residency
- Personal information, such as birth certificates and photographs that would make it easy to identify or locate a student

The Pittsfield School District only classifies the following information found in the student's educational record as directory information. This information identified below will not be released without parent/ guardian consent.

- Name
- Grade level
- Class assignments
- Academic and cocurricular activities
- Participation in officially recognized and school-sponsored activities (including sports)
- Awards conferred
- Student photograph

Directory information is information contained in the student's educational record that is not considered harmful or an invasion of privacy if disclosed. The primary purpose of directory information is to allow the school district and outside organizations to include information from your child's educational record in certain school publications.

Directory information may be provided for the following:

- Playbill showing your student's role in a drama production or musical concert
- Yearbook
- Companies who manufacture class rings
- Honor roll or award recognition list
- Graduation programs

STUDENT NAME: _____

Please sign ONE of the following options:

I approve the release of directory information as identified by the Pittsfield School District.

SIGN HERE: _____ DATE: _____

I do NOT approve the release of directory information as identified by the Pittsfield School District.

SIGN HERE: _____ DATE: _____



Family Handbook

Students and Parents/Guardians,

The Family Handbook is available for your review on the school website (SAU 51.org). The handbook has been converted to a Google Doc, which allows us to link district policies to applicable topics within the handbook. If you prefer a paper copy of the handbook, please call or visit the main office to pick one up. Please sign below to indicate that you have reviewed and understand the policies and procedures within the handbook and return this receipt to the main office.



Thank you,

Kristen White

Elementary School Principal

Family Handbook Receipt

Student Name _____ Grade _____

Parent/Guardian Name _____

Signature _____ Date _____



School/ Family Learning Compact

This Learning Compact is a voluntary agreement between family and school. The purpose of the agreement is to identify a means for family and school to work together to support children's education.

Child Role - I agree to:

- Come to school ready to learn;
- Maintain a positive attitude;
- Respect myself and others;
- Work hard on school assignments and projects;
- Ask for help when needed;
- Talk with my family about school;
- Complete homework and long-term projects to the best of my ability.

Family Role - I / We agree to:

- Provide a supportive learning environment at home;
- Send my/our child to school regularly;
- Send my/our child to school clean, properly dressed, well fed, and well rested;
- Send my/our child to school prepared to learn with the necessary learning materials;
- Read and respond to communications from school;
- Communicate with school staff in a timely manner regarding any concerns;
- Read to or with my/our child at least four times per week.

School Role - We agree to:

- Provide ways for families to participate in decisions affecting your child's education.
- Provide flexible times for family activities;
- Support all efforts made to help your child learn;
- Support teachers in adapting curriculum to meet the needs of all children;
- Prove the school staff with ongoing professional development around family involvement;
- Assist families in meeting their needs;
- Communicate clearly with children and families;
- Encourage active family participation in all aspects of children's education Help children be prepared to learn.

It is the goal of the Pittsfield Elementary School to promote school success through family involvement and to provide opportunities for family involvement in the social, emotional, and academic growth of children.

By signing this voluntary Learning Compact, we agree to this partnership for school success.

Child Signature

Date

Parent/Guardian Signature

Date

Teacher Signature

Date

Principal Signature

Date



Permission to Release School Records

The student listed below has enrolled in our school. Please send all of their pertinent administrative, educational, psychological, health, Special Education, Title I and all other permanent records and test results to the following school:

PITTSFIELD ELEMENTARY SCHOOL
34 BOW STREET
PITTSFIELD, NH 03263
Phone: 603-435-8432
Fax: 603-435-7358

Student's Name: _____

Date of Birth: _____

Previous School: _____

Grade: _____

School Address: _____

Phone Number: _____ Fax: _____

Email: _____

AUTHORIZATION TO RELEASE STUDENT RECORDS:

Parental permission is no longer required when records are requested by authorized school personnel (Family Educational Rights & Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, vol. 41, No. 118 Page 2473).

School Official Signature: _____

School Official Name: _____

School Official Title: _____

FOR OFFICE USE ONLY:

Date Release Sent: _____ Date Records Received: _____

STUDENT HEALTH FORM

Parent or Guardian to Complete

Student's Name: Last:	First:	Middle:	Sex: M or F	DOB:
School Year:	Grade Level:	Teacher Name:		
Home Phone:	Father's Work/Cell Phone:		Mother's Work/Cell Phone:	
Parent/Guardian(s) Name(s):				

Complete all boxes that apply to your child. Parent or guardian is responsible for providing the school with any medication, special food, or equipment that the student will require during the school day. Check with the school nurse to obtain correct medication and procedure forms.

Over the counter medications available from School Health Office: All doses given per label recommendation, according to age and weight. Please check the ones you give permission for your child to receive at school.

<input type="checkbox"/> ACETAMINOPHEN (Tylenol)	<input type="checkbox"/> CALAMINE LOTION	<input type="checkbox"/> COUGH DROPS
<input type="checkbox"/> VASELINE/LIP BALM (Chapped lips)	<input type="checkbox"/> TRIPLE ANTIBIOTIC OINTMENT	<input type="checkbox"/> TUMS
<input type="checkbox"/> BENADRYL (Allergic reaction)	<input type="checkbox"/> LIDOCAINE (Burn/Sunburn treatment)	<input type="checkbox"/> IBUPROFEN (Advil)
<input type="checkbox"/> BENZOCAINE (Oral pain)	<input type="checkbox"/> HYDROCORTISONE CREAM (Itching/Rashes)	
<input type="checkbox"/> SUNSCREEN		

I agree by signing this statement that I will not hold liable the school nurse, deans, or designee, in assisting my child in taking the above named non-prescription medicine.

Student: _____ Parent/Guardian (Print): _____

Parent/Guardian Signature: _____ Date: _____

I DO NOT give permission to administer medication at school

My child has a medical condition that may affect his or her school day: **YES** **NO** (Please Indicate Below)

ALLERGIES

Allergy Type:

<input type="checkbox"/> Bee Sting	
<input type="checkbox"/> Medication List medication(s):	_____
<input type="checkbox"/> Food	List food(s):
<input type="checkbox"/> Other	List Other:

Reactions: Coughing Hives Rash Difficulty Breathing Local Swelling Wheezing

Will supply epinephrine at school YES NO *If yes, please complete the Health Management form*

ASTHMA

Triggers: Exercise Environmental Other (list) _____

Physical Education Restrictions: None Self-limits Other _____

Symptoms or reactions:

<input type="checkbox"/> Chest tightness, discomfort or pain	<input type="checkbox"/> Difficulty breathing	<input type="checkbox"/> Throat itch, tightness or soreness
<input type="checkbox"/> Coughing hoarseness	<input type="checkbox"/> Wheezing	<input type="checkbox"/> Other _____

Date of last hospitalization related to asthma: _____

Will supply inhaler at school YES NO *If yes, please complete the Health Management form*

CONTINUE ON REVERSE

DIABETES

Currently prescribed treatment to be used *IN SCHOOL*:

Insulin: Syringe Pen Pump Pod Blood sugar testing Glucagon Oral medication(s)

SEIZURE DISORDER

Type of seizure:

Absence (staring, unresponsive) Complex partial Generalized tonic-clonic (gland mal, convulsive)

Other (explain): _____

Date of last seizure: _____ Length of seizure: _____

MENTAL HEALTH CONCERNs

Depression Anxiety Bi-Polar ADD/ADHD Autism

Other: _____

VISION/HEARING CONDITIONS

Contacts Glasses Hearing Aids Other: _____

PHYSICAL EDUCATION RESTRICTIONS

NO YES (Please explain) _____

OTHER CONDITIONS OR SPECIAL PROCEDURES

Please explain: _____

MEDICAL RELEASE

I authorize the school's representative(s) to transport, request and authorize treatment for my son/daughter in the event of an accidental injury or illness. I agree that I will not hold this person(s) liable while he/she is acting in accordance to these directions. Copy of this authorization is of equal validity as original document.

Please check the box that applies: YES NO

Parent/Guardian Signature _____

Date _____

Parent/Guardian Name (Please print): _____

PROVIDER EXCHANGE PERMISSION

I authorize my child's health care provider and designated provider of health care in the school setting to discuss my child's health concerns and/or exchange information pertaining to this form and any medically relevant concern. *This authorization will be in place until or unless you withdraw it. You may withdraw your authorization at any time by contacting your child's school. When information is released from your child's record, documentation of the disclosure is maintained in your child's health or scholastic record.*

Please check the box that applies: YES NO

Parent/Guardian Signature _____

Date _____

Parent/Guardian Name (Please print): _____

Physicals and Immunizations: *All new registrations to the district must provide a copy of your child's most recent physical exam. Immunization records on file must be current in order to be in compliance with the state law. Your child may not be allowed to begin school or may be excluded from attending until the school nurse receives them. Please refer to the Department of Health and Human Services at www.dhhs.nh.gov or by calling 1-800-852-3345 ext. 4482 for more information.*

Parent or Guardian to Complete

Student's Name: Last:	First:	Middle:	Sex: M or F	DOB:
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School Year:	Grade Level:	Parent/Guardian(s) Name(s):
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MEDICAL PROVIDER(S)

Physician Name: _____

Address: _____ Phone: _____

Dentist Name: _____

Address: _____ Phone: _____

Student's Insurance Company: No Health Insurance Medicaid Carrier:

Private/HMO: Name of Company: _____

MEDICATIONS

Medications to be given as needed IN SCHOOL: (rescue inhaler, epi pen, etc...)

Medication Name: _____ Dose: _____

What does this medication treat? _____

Medication Name: _____ Dose: _____

What does this medication treat? _____

Medications scheduled IN SCHOOL: (to be taken at a set time on a regular schedule)

Medication Name: _____ Dose: _____

What does this medication treat? _____

Medication Name: _____ Dose: _____

What does this medication treat? _____

Medications TAKEN AT HOME:

Medication Name: _____ Dose: _____

What does this medication treat? _____ Time Given: _____

Medication Name: _____ Dose: _____

What does this medication treat? _____ Time Given: _____

Please Note: No medication will be given at school until the school nurse receives the appropriate Medication Permission Form and the medication in the original container, labeled with the student's full name. Medications that are prescribed by a provider will require an order from the provider. *All medication, prescription or over the counter, must be transported to and from school by a parent/guardian and will be kept in the Health Services office. Certain emergency medications may be carried on the person only with the medical provider's written consent.*

Non-prescription Medication: All non-prescription medication should be delivered to the school nurse directly. It should be in the original container, should include the student's name, name of medication, and reason and times it should be given. The school nurse MUST receive the appropriate Medication Permission form for any over the counter medications that are not supplied by the Health Office (*medications that are supplied can be found on the Medical History form*).