

# WHITEHALL CENTRAL SCHOOL DISTRICT



P.O. Box 29, 87 & 99  
Buckley Road Whitehall,  
New York 12887-3633  
518-499-0480

## Registration Packet

### *Welcome to the Whitehall Central School District!*

Please complete this packet and have all required documentation prior to scheduling an appointment with the district registrar.

Registration for all children entering the Whitehall Central School District are **by appointment only**. Please call the guidance office at 518-499-0480 to schedule an appointment.

*A parent/legal guardian must be present at the time of registration.*

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**PARENTS MUST PROVIDE THE FOLLOWING, ALONG WITH THIS PACKET, TO COMPLETE THE REGISTRATION PROCESS:**

- Parent/Legal Guardian Photo ID**
- Proof of Age** (any of the following: Birth Certificate, Passport, or Baptismal Certificate)
- Two Proofs of Residency:** A list of acceptable documents can be found on the Proof of Residency Form.
- Proof of Immunizations and a Physical:** must be signed or stamped by a State Licensed health care provider. Proof may be faxed to 518-564-0053 directly from the physician's office.
- Custody Papers** (if applicable)
- Individualized Education Plan (if applicable) and Academic Records.**

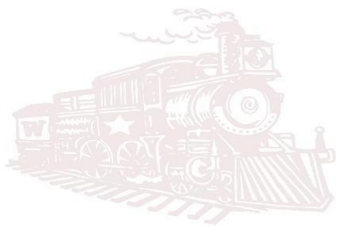
*All academic records must be received from the previous school before a school schedule can be created.  
We will request these records from the previous district if you cannot provide copies.*

*If any of the above documents are unavailable, the school district may consider other forms upon approval.*

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Once you have registered and all documents have been received, you will be contacted by the appropriate school:

<p><b>Whitehall Elementary School</b> <b>99 Buckley Road</b></p> <hr/> <p><b>518-499-0330</b></p>	<p><b>Whitehall Jr.-Sr. High School</b> <b>87 Buckley Road</b></p> <hr/> <p><b>518-499-1770</b></p>
<p><b>Arrival: 8:20 am</b> <b>Dismissal: 3:00 pm</b></p>	<p><b>Arrival: 7:30 am</b> <b>Dismissal: 2:00 pm</b></p>



# WHITEHALL CENTRAL SCHOOL DISTRICT

P.O. Box 29, 87 & 99 Buckley Road  
Whitehall, New York 12887-3633

518-499-0480

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

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

### Parent/Guardian Information

**Primary**

Parent/Guardian Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Active Military:  Yes  No

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Active Military:  Yes  No

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Home Address (if different than student's): \_\_\_\_\_ Receives Mail:  Yes  No

Student Resides with:  Parents  Mother  Father  Foster Parents (Please provide DSS-2999)  Other: \_\_\_\_\_

Legal Arrangements?  No  Yes (please provide court docs)  Joint Custody  Sole Custody  Temporary Custody  Visitation

### Student Information

**Student's**

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

*First Middle Last*

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Gender:  Male  Female Home Phone: \_\_\_\_\_

Residential Address: \_\_\_\_\_

*Street Apt #/Unit/Floor*

*City State Zip*

Mailing Address

(If different than above): \_\_\_\_\_

Has your child previously attended Whitehall CSD?

Yes  No

Does your child have an IEP (Individualized Education Plan)?

Yes  No

**Ethnicity - check those that apply:**

Hispanic  Not Hispanic

**Race - check those that apply:**

American Indian or Alaska Native  Asian

Black or African-American  White

Native Hawaiian or other Pacific Islander

### Household Information

List all children residing in residence	Gender	Birthdate	Grade	School

----- Proceed to the Next Page -----

### For Official Use Only:

Documents provided to the District:

Photo ID

Birth Certificate

Immunization Record

Physical

Dental Certificate

**Proof of Residency:**

Deed/Tax Bill

Utility Bill

Driver's License

Notarized Letter & Home Visit

Other \_\_\_\_\_

Signed Lease  STAC  Free/Reduced Lunch

**Custody Papers:**

DSS 2999

Custody

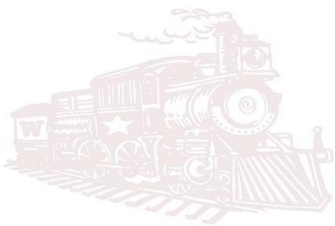
Student ID #: \_\_\_\_\_

Grade: \_\_\_\_\_

Referrals:  CSE  ELL

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

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



# WHITEHALL CENTRAL SCHOOL DISTRICT

**P.O. Box 29, 87 & 99 Buckley Road  
Whitehall, New York 12887-3633**

**518-499-0480**

## Emergency Contact

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## Educational History

**Please check any services that your child had at his/her previous school:**

Individualized Education Plan (IEP)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Declassified	<input type="checkbox"/> I don't know
Occupational Therapy (OT)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Declassified	<input type="checkbox"/> I don't know
Physical Therapy (PT)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Declassified	<input type="checkbox"/> I don't know
Speech or Language	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Declassified	<input type="checkbox"/> I don't know
504 Accommodation Plan	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Declassified	<input type="checkbox"/> I don't know
Academic Intervention Services in Math and/or Reading	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Declassified	<input type="checkbox"/> I don't know
Alternative Learning Program	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Declassified	<input type="checkbox"/> I don't know

## Other School Districts Attended *(list most recent first):*

*Please list all previous schools attended, including preschool. If more space is needed, attach additional pages.*

School Name	Year(s) of Attendance	Grade	City, State

## Photo Release

I hereby grant the Whitehall Central School District the absolute right and permission to use, reuse, copyright, and/or publish original student work, photographic pictures or video footage, which includes/references me and/or my children, in conjunction with an actual or fictitious name. I understand this will be used for the purpose of illustration, promotion, and public relations of school programs and may appear in printed materials, video presentations, news coverage (both print and television) and/or on the district's website.

Yes       No

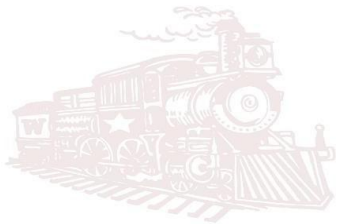
**Please provide the last date your child attended school:** \_\_\_\_\_

**PARENT CERTIFICATION AND SIGNATURE**

By signing this form, I acknowledge the responsibility of providing the district with accurate information.

\_\_\_\_\_

Parent/Guardian Signature                      Date                      Parent/Guardian Signature                      Date



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**New York State Education Law requires all NEW ENTRANTS and students in Pre-K or K, 2<sup>nd</sup>, 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> grades to have a physical exam.** The District strongly recommends that your own physician conducts your child's health physical because he/she is most familiar with your child's development. We ask that your physician use the Health Appraisal form provided by the school or their own form and have it at the time of registration or return it to the school nurse of the building your child will attend. **If a physical form from your doctor/pediatrician is not returned within 30 days, your child will have to be examined by the school physician.**

A law was recently enacted that expands health screenings to include dental health of students in New York. The school can provide a certificate for you to take to your child's dentist and once it is completed, it should be returned to the School Nurse.

***Thank you for your cooperation with this new requirement. Our students benefit when we work together to promote the health and achievement of all students.***

**Medical/Health Information**

Health History – If your child has had any of the following health problems or disease, please check below.

<input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Allergies: <input type="checkbox"/> Animals <input type="checkbox"/> Bees <input type="checkbox"/> Food(s): _____ _____ <input type="checkbox"/> Medication(s): _____ _____ <input type="checkbox"/> Seasonal <input type="checkbox"/> Other <input type="checkbox"/> Anemia <input type="checkbox"/> Anxiety <input type="checkbox"/> Asthma	<input type="checkbox"/> Bone/Joint/Muscle Problems <input type="checkbox"/> Blood Disorders <input type="checkbox"/> Cerebral Palsy <input type="checkbox"/> Chicken Pox <input type="checkbox"/> Chronic Ear Infections <input type="checkbox"/> Concussion (date): _____ <input type="checkbox"/> Cystic Fibrosis <input type="checkbox"/> Depression <input type="checkbox"/> Diabetes <input type="checkbox"/> Hearing Loss <input type="checkbox"/> Heart Disease or murmur <input type="checkbox"/> Hepatitis	<input type="checkbox"/> Learning Disability <input type="checkbox"/> Leukemia <input type="checkbox"/> Lyme Disease (date): _____ <input type="checkbox"/> Migraines <input type="checkbox"/> Speech Problems <input type="checkbox"/> Strep <input type="checkbox"/> Surgery/Hospitalizations: _____ _____ _____ <input type="checkbox"/> Scarlet Fever <input type="checkbox"/> Seizure Disorder <input type="checkbox"/> Serious Injuries <input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Vision Problems Last Vision Exam: _____ Glasses: <input type="checkbox"/> Yes <input type="checkbox"/> No Other Health Issues: _____ _____ _____ _____ _____ Comments: _____ _____ _____
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***Please be aware that ANY medication(s) taken in school requires a written order from a physician and written permission from a parent/guardian. This includes over the counter/non-prescription medication(s).***

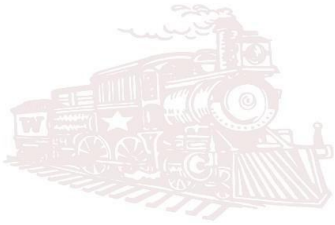
For the safety and wellbeing of your child, you must be accessible in the event of illness or injury. Notify the school immediately if any of the emergency numbers or contacts you provided change. Parents must pick up their child when he/she is ill or injured. If parents are unable to do so, they must designate a responsible adult to pick up and attend to their child.

Your signature below allows us to share pertinent medical information in written form (name, diagnosis, symptoms of condition, proper treatment and actions for staff to take, if necessary) with school staff. Also, please indicate whether your child will be wearing Medical-Alert Information.

**If you have any questions or concerns, please call your child's school Health Office:**  
 Whitehall Elementary: Nicole Molinero – 518-499-0330 ext. 2076  
 Whitehall Jr.-Sr. High – Carly Pinkowski – 518-499-1770 ext. 2009

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

\_\_\_\_\_   
 Date



# WHITEHALL CENTRAL SCHOOL DISTRICT

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## Authorization for Release of Records/Information

Date of Request: \_\_\_\_\_

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

Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School Last Attended: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

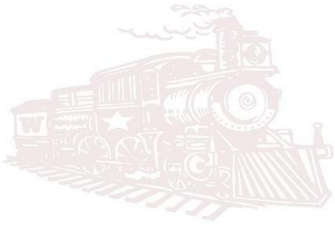
Fax: \_\_\_\_\_

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

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

*Parent or Guardian*

<p><b>The above named student has enrolled in our school district. We would appreciate copies of the following records concerning this student:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Academic Records (Transcript/report card)</li> <li><input checked="" type="checkbox"/> Standardized Test scores</li> <li><input checked="" type="checkbox"/> Discipline Records</li> <li><input checked="" type="checkbox"/> Attendance Records</li> <li><input checked="" type="checkbox"/> Health</li> </ul>	<p><b>Send Records to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Whitehall Elementary School</b> 99 Buckley Road Whitehall, NY 12887 Phone: 518-499-0330 Fax: 518-704-4728</li> <li><input type="checkbox"/> <b>Whitehall Jr.-Sr. High School</b> 87 Buckley Road Whitehall, NY 12887 Phone: 518-499-0480 Fax: 518-704-4728</li> <li><input type="checkbox"/> <b>CSE Office **Special Education**</b> 87 Buckley Road Whitehall, NY 12887 Phone: 518-499-1771 Fax: 518-564-0053</li> </ul>
<p><b>*All confidential and IEP documentation should be sent to: CSE Office: Fax: 518- 564-0053 or Transfer via IEP Direct</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Individualized Educational Plan (IEP)</li> <li><input checked="" type="checkbox"/> Psychological</li> </ul>	
<p>Please provide the following documents via fax to the <b>Registrar 518-704-4728</b>, if the box below is checked:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Immunization, Health Records and Birth Certificate</li> </ul>	



# WHITEHALL CENTRAL SCHOOL DISTRICT

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## Residency Questionnaire

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

Gender:  M  F

Date of Birth: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_ City/State/Zip:

\_\_\_\_\_

\_\_\_\_\_

## McKinney-Vento Assistance Act

The answers you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they do not have documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

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

- In an emergency or transitional shelter.
- With another family or other person due to a loss of housing or economic hardship.
- With an adult who is not a parent or guardian or alone without an adult.
- In a hotel/motel.
- In a car, park, bus, train, campsite, public place, abandoned building.
- Other temporary living situation (Please specify): \_\_\_\_\_
- Student is in permanent housing.**

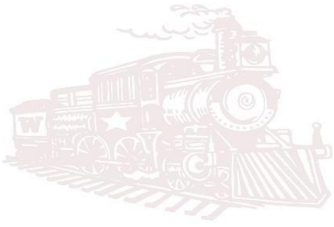
If a student is in **permanent housing** please sign below and **fill out the Residency Form on the next page.**

If **any of the other boxes were checked**, please sign below and you will need to **fill out a Designation Form (STAC 202)** which the school will provide you.

Print: \_\_\_\_\_  
Parent/Guardian or Student (unaccompanied youth)

Signature: \_\_\_\_\_  
Parent/Guardian or Student (unaccompanied youth)

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



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## Residency Form

Parent/Guardian: \_\_\_\_\_ Student Name: \_\_\_\_\_ Gr: \_\_\_\_\_

Relationship to Student(s): \_\_\_\_\_ Student Name: \_\_\_\_\_ Gr: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Student Name: \_\_\_\_\_ Gr: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Student Name: \_\_\_\_\_ Gr: \_\_\_\_\_

Please check one:     Own         Rent         Reside w/ a district resident

**When you register OR move within the Whitehall Central School District, you are required to provide the school district with Proof of Residency. Post Office Boxes will not be accepted.**

**You must provide at least two (2) proofs from the following list:**

(Your name and address must be indicated on these documents and be current)

If you OWN:	If you RENT:	Reside with a district student:
<input type="checkbox"/> Tax Bill <input type="checkbox"/> House Deed <input type="checkbox"/> Mortgage Statement w/in 30 days <input type="checkbox"/> Current Homeowner's Insurance <input type="checkbox"/> Current Driver's License <input type="checkbox"/> Utility Bill w/in 30 days <input type="checkbox"/> A record of voter registration	<input type="checkbox"/> Documents issued by the federal, state or local agencies. <input type="checkbox"/> Utility Bill w/in 30 days <input type="checkbox"/> Lease agreement (must be signed w/ landlord's name and phone number) <input type="checkbox"/> Current Renter's Insurance	<input type="checkbox"/> Notarized letter from the district resident along w/ the resident's proof of ownership (house deed, tax bill or mortgage statement)  A residency check will be done by a school representative as well. <hr/> District Use Only: Date of Home Visit: _____  <input type="checkbox"/> Verified <input type="checkbox"/> Not verified

**Once this form and documentation are received by the District, residency will be verified.**

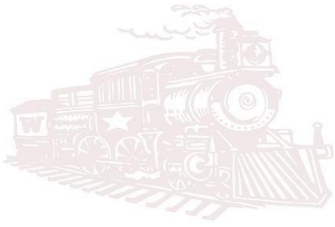
\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### District Use:

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date



# WHITEHALL CENTRAL SCHOOL DISTRICT

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## STUDENT DIGITAL ACCESS SURVEY

Collecting accurate data regarding digital resource access for New York students will greatly help educators to better serve their students and families. In order to accomplish this, the New York State Education Department is asking parents or guardians to complete a Digital Equity survey (for each student in the family) in grades kindergarten - 12 grade. This survey will provide information on student access to devices and internet access in their places of residence. To assist us in this process, please answer each question below and follow any additional instructions provided for submitting or returning the survey. Thank you for your time and cooperation.

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

Grade: \_\_\_\_\_

Building: \_\_\_\_\_

1. Is your child able to access the internet in their primary place of residence? \_\_\_\_ Yes or \_\_\_\_ No
2. What is the primary type of internet services used in your child's primary place of residence? (please check one)

\_\_\_\_ Residential Broadband

\_\_\_\_ Cellular

\_\_\_\_ Mobile Hotspot

\_\_\_\_ Community Wi-Fi

\_\_\_\_ Satellite

\_\_\_\_ Dial Up

\_\_\_\_ DSL

\_\_\_\_ Other

\_\_\_\_ None

3. In their primary residence, can you child complete the full range of learning activities, including video streaming and assignment uploading, without interruptions caused by slow or poor internet performance? \_\_ Yes \_\_ No
4. What, if any, is the primary barrier to having sufficient and reliable internet access in your child's primary place of residence?

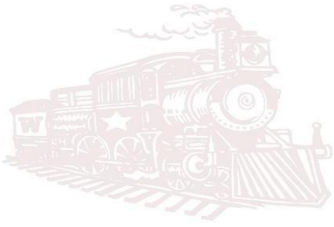
\_\_\_\_ Availability

\_\_\_\_ Cost

\_\_\_\_ Other

\_\_\_\_ None





# WHITEHALL CENTRAL SCHOOL DISTRICT

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**PURPOSE:** As a parent/guardian you have the right to give permission for the release of your child's records with other persons or agencies. This request provides you with the opportunity to approve the School Nurse to obtain records for your child(s) most recent health reports. At times Doctors offices do not send records over when they are asked, for us to be able to obtain them we need to have an authorization form on file. Please fill out the form below with the student(s) primary care physicians office information.

## AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Student DOB: \_\_\_\_\_ School District: \_\_\_\_\_

I hereby authorize the release of records:

From: \_\_\_\_\_ To: Whitehall Central School  
(Name of agency/Person)

\_\_\_\_\_ 97 & 87 Buckley Road  
(Street Address)

\_\_\_\_\_ Whitehall, NY 12887  
(City, State, Zip Code) Fax: 518-704-4728

### Description of the records to be disclosed:

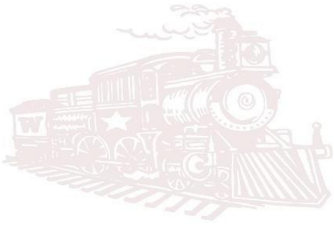
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that this information obtained will be treated in a confidential manner by the school district under the provisions of the Family Education Rights and Privacy Act (FERPA). FERPA prohibits disclosure of personally identifiable information without consent except in limited circumstances. Please note that if the request is for health or medical information, the medical information received by the district is protected under FERPA privacy standards and not the Health Insurance Portability and Accountability Act (HIPAA).

I understand that my consent for the release of records is voluntary and I can withdraw my consent at any time in writing. Should I withdraw my consent, it does not apply to information that has already been provided under the prior consent for release.

\_\_\_\_\_  
Parent/Guardian/Adult student signature

\_\_\_\_\_  
Date



# WHITEHALL CENTRAL SCHOOL DISTRICT

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518-499-0480

## WHITEHALL CENTRAL SCHOOL DISTRICT Transportation Form

Please complete Section 1 for your student. Complete Section 2 and 3 only if they apply to your student. This will help us provide accurate information for scheduling your transportations needs to our Transportation Department.

**This form must be filled out on an annual basis for each student in your household, or anytime there is a change in your information.**

### Section 1 Student Information

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Primary Home Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother's Cell Number: \_\_\_\_\_ Mother's Work Number: \_\_\_\_\_

Father's Cell Number: \_\_\_\_\_ Father's Work Number: \_\_\_\_\_

### Section 2 - Daily Circle Pick-Up (Please circle all days that apply)

*\*Please fill out this section only if you have designated days that you will pick up your student\**

**PM Circle Pick-ups:**      Monday              Tuesday              Wednesday              Thursday              Friday

### Section 3 List any adults allowed to pick-up your student at Circle pick-up

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

Please return this form on or before the first day of school.

**SAMPLE**

**Dental Health Certificate- Optional**

**Parent/Guardian: New York State law (Chapter 281) permits schools to request an oral health assessment at the same time a health examination is required. Your child may have a dental check-up during this school year to assess his/her fitness to attend school. Please complete Section 1 and take the form to your registered dentist or registered dental hygienist for an assessment. If your child had a dental check-up before he/she started the school, ask your dentist/dental hygienist to fill out Section 2. Return the completed form to the school's medical director or school nurse as soon as possible.**

**Section 1. To be completed by Parent or Guardian (Please Print)**

Child's Name: _____		Last	First	Middle
Birth Date:    /    / Month Day Year	Sex: € Male  € Female	Will this be your child's first oral health assessment?    € Yes    € No		
School: Name _____				Grade _____

Have you noticed any problem in the mouth that interferes with your child's ability to chew, speak or focus on school activities? € Yes € No

I understand that by signing this form I am consenting for the child named above to receive a basic oral health assessment. I understand this assessment is only a limited means of evaluation to assess the student's dental health, and I would need to secure the services of a dentist in order for my child to receive a complete dental examination with x-rays if necessary to maintain good oral health.

I also understand that receiving this preliminary oral health assessment does not establish any new, ongoing or continuing doctor-patient relationship. Further, I will not hold the dentist or those performing this assessment responsible for the consequences or results should I choose NOT to follow the recommendations listed below.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 2. To be completed by the Dentist/ Dental Hygienist**

**I. The dental health condition of \_\_\_\_\_ on \_\_\_\_\_ (date of assessment) The date of the assessment needs to be within 12 months of the start of the school year in which it is requested. Check one:**

- € Yes, The student listed above is in fit condition of dental health to permit his/her attendance at the public schools.
- € No, The student listed above is not in fit condition of dental health to permit his/her attendance at the public schools.

NOTE: Not in fit condition of dental health means that a condition exists that interferes with a student's ability to chew, speak or focus on school activities including pain, swelling or infection related to clinical evidence of open cavities. The designation of not in fit condition of dental health to permit attendance at the public school does not preclude the student from attending school.

<b>Dentist's/ Dental Hygienist's name and address</b> (please print or stamp)	<b>Dentist's/Dental Hygienist's Signature</b>
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**Optional Sections - If you agree to release this information to your child's school, please initial here.**

**II. Oral Health Status (check all that apply).**

- € Yes € No **Caries Experience/Restoration History** – Has the child ever had a cavity (treated or untreated)? [A filling (temporary/permanent) OR a tooth that is missing because it was extracted as a result of caries OR an open cavity].
- € Yes € No **Untreated Caries** – Does this child have an open cavity? [At least ½ mm of tooth structure loss at the enamel surface. Brown to dark- brown coloration of the walls of the lesion. These criteria apply to pits and fissure cavitated lesions as well as those on smooth tooth surfaces. If retained root, assume that the whole tooth was destroyed by caries. Broken or chipped teeth, plus teeth with temporary fillings, are considered sound unless a cavitated lesion is also present].
- € Yes € No **Dental Sealants Present**

Other problems (Specify): \_\_\_\_\_

**II. Treatment Needs (check all that apply)**

- € No obvious problem. Routine dental care is recommended. Visit your dentist regularly.
- € May need dental care. Please schedule an appointment with your dentist as soon as possible for an evaluation.
- € Immediate dental care is required. Please schedule an appointment immediately with your dentist to avoid problems.



Lisette Colón-Collins, Assistant Commissioner  
Office of Bilingual Education and World Languages

55 Hanson Place, Room 594  
Brooklyn, New York 11217  
Tel: (718) 722-2445 / Fax: (718) 722-2459

89 Washington Avenue, Room 528EB  
Albany, New York 12234  
(518) 474-8775 / Fax: (518) 474-7948

## Home Language Questionnaire (HLQ)

Please write clearly when completing this section.

*Dear Parent or Guardian:  
In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and personal history. Please complete the sections below entitled Language Background and Educational History. Your assistance in answering these questions is greatly appreciated. Thank you.*

<b>STUDENT NAME:</b>		
<i>First</i>	<i>Middle</i>	<i>Last</i>
	<i>e</i>	
<b>DATE OF BIRTH:</b>		<b>GENDER:</b>
		<input type="checkbox"/> Male
<i>Month</i>	<i>Day</i>	<i>Year</i>
		<input type="checkbox"/> Female
<b>PARENT/PERSON IN PARENTAL RELATION INFO:</b>		
<i>Last Name</i>	<i>First Name</i>	<i>Relation to Student</i>

<b>Language Background</b> (Please check all that apply.)		
<b>1. What language(s) is(are) spoken in the student's home or residence?</b>	<input type="checkbox"/> English	<input type="checkbox"/> Other _____ <i>specify</i>
<b>2. What was the first language your child learned?</b>	<input type="checkbox"/> English	<input type="checkbox"/> Other _____ <i>specify</i>
<b>3. What is the Home Language of each parent/guardian?</b>	<input type="checkbox"/> Mother _____ <i>specify</i>	<input type="checkbox"/> Father _____ <i>specify</i>
	<input type="checkbox"/> Guardian _____ <i>specify</i>	
<b>4. What language(s) does your child understand?</b>	<input type="checkbox"/> English	<input type="checkbox"/> Other _____ <i>specify</i>
<b>5. What language(s) does your child speak?</b>	<input type="checkbox"/> English	<input type="checkbox"/> Other _____ <input type="checkbox"/> Does not speak <i>specify</i>

6. What language(s) does your child read?	<input type="checkbox"/> English	<input type="checkbox"/> Other _____ <small style="text-align: center;">specify</small>	<input type="checkbox"/> Does not read
7. What language(s) does your child write?	<input type="checkbox"/> English	<input type="checkbox"/> Other _____ <small style="text-align: center;">specify</small>	<input type="checkbox"/> Does not write

H O M E LANGUAGE CODE \_\_\_\_\_

**Educational History**

8. Indicate the total number of years that your child has been enrolled in school \_\_\_\_\_

9. Do you think your child may have any difficulties or conditions that affect his or her ability to understand, speak, read or write in English or any other language? If yes, please describe them.  
**Yes\* No Not sure**  
   \*If yes, please explain: \_\_\_\_\_

How severe do you think these difficulties are?  Minor  Somewhat severe  Very severe

10a. Has your child ever been referred for a special education evaluation in the past?  No  Yes\* *Please complete 10b below*

10b. *If referred for an evaluation*, has your child ever received any special education services in the past?  
 No  Yes – Type of services received: \_\_\_\_\_

Age at which services received (*Please check all that apply*):  
 Birth to 3 years (Early Intervention)  3 to 5 years (Special Education)  6 years or older (Special Education)

10c. Does your child have an Individualized Education Program (IEP)?  No  Yes

11. Is there anything else you think is important for the school to know about your child? (*e.g., special talents, health concerns, etc.*)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. In what language(s) would you like to receive information from the school? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY DISTRICT IN WHICH STUDENT IS REGISTERED:**

<b>SCHOOL DISTRICT INFORMATION:</b>  <div style="display: flex; justify-content: space-between; font-size: small;"> <span><i>District Name (Number) &amp; School</i></span> <span><i>Addresses</i></span> </div>	<b>STUDENT ID NUMBER NYS STUDENT INFORMATION SYSTEM:</b>  
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# Home Language Questionnaire (HLQ)—Page Three

Month:      Day:      Year:

\_\_\_\_\_  
*Signature of Parent or of Person in Parental  
 Relation*

\_\_\_\_\_  
*Date*

Relationship to student:  Mother  Father  Other: \_\_\_\_\_

OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ	
NAME: _____	POSITION: _____
IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS: _____	
NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW	
NAME: _____	POSITION: _____
ORAL INTERVIEW NECESSARY: <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>**DATE OF INDIVIDUAL INTERVIEW:</b> _____ <small>Mo.      DAY      YR.</small>	<b>OUTCOME OF INDIVIDUAL INTERVIEW:</b> <input type="checkbox"/> ADMINISTER NYSITELL <input type="checkbox"/> ENGLISH PROFICIENT <input type="checkbox"/> REFER TO LANGUAGE PROFICIENCY TEAM
NAME/POSITION OF QUALIFIED PERSONNEL ADMINISTERING NYSITELL	
NAME: _____	POSITION: _____
<b>DATE OF NYSITELL ADMINISTRATION:</b> _____ <small>Mo.      DAY      YR.</small>	<b>PROFICIENCY LEVEL ACHIEVED ON NYSITELL:</b> <input type="checkbox"/> ENTERING <input type="checkbox"/> EMERGING <input type="checkbox"/> TRANSITIONING <input type="checkbox"/> EXPANDING <input type="checkbox"/> COMMANDING
<b>FOR STUDENTS WITH DISABILITIES, LIST ACCOMMODATIONS, IF ANY, ADMINISTERED IN ACCORDANCE WITH IEP PURSUANT TO CSE RECOMMENDATION:</b>  _____  _____  _____	

## Eligibility Screen for Migrant Education Services

Migrant Education Program services are free of charge and may include tutoring, assistance with health needs, educational field trips, summer programs, parent involvement activities, adult education, emergency

assistance and referrals to other services as needed. \*\*\*

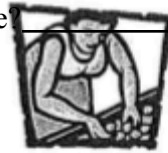
Has your family moved to a different school district in the last 3 years? YES \_\_\_\_\_ NO \_\_\_\_\_

In the last three years, has the parent or guardian of the child enrolling done farm work as a paid job? (Did they work on a dairy farm, planting, picking/harvesting fruits or vegetables, food processing or packaging, logging or tree farming?) YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what farm did you work on



Where



When?



If you can answer **YES** to **BOTH** of the above questions, your family **MAY** qualify for Migrant Education services. To be contacted by a Migrant Education recruiter, please complete the information below.

Child's name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade \_\_\_\_\_

Child's name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade \_\_\_\_\_

Child's name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade \_\_\_\_\_

Child's name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade \_\_\_\_\_

### Parents/Guardians

Mother's name \_\_\_\_\_ Father's Name \_\_\_\_\_

Home Address \_\_\_\_\_ Home

(Street Address)

Phone # \_\_\_\_\_

\_\_\_\_\_ Work or Message # \_\_\_\_\_

(City, Town or Village) (Zip)

School District \_\_\_\_\_ School Building \_\_\_\_\_

School Contact Person \_\_\_\_\_ Contact Number \_\_\_\_\_

To submit this referral please fax to the Herkimer BOCES at (315) 867-2087 or mail to the address above. **For** more information, please call the Migrant **Program** at (315) 867-2079.

Thank you for your assistance.



### NYSPHSAA TRANSFER NOTIFICATION

This form must be completed for all transfer students requesting a waiver or exemption

**THE STUDENT CANNOT PARTICIPATE IN A CONTEST/SCRIMMAGE UNTIL APPROVED BY THE SECTION.**

Please check one: **(Required supporting documentation must be attached)**

#### Waiver Request

**Health & Safety:** Appeals are considered for safety, mental health, personal relationships and other similar circumstances. Written documentation is required from Superintendent of Schools or High School Principal of the sending school indicating the specific circumstances which necessitated the transfer. Supporting documentation from a third party outside of the school may be submitted (ex. police report).

**District of Residency:** (No change of residence. School registration change only.) Student is returning to a school within the district boundaries of his/her residence.

**Hardship:** Each school shall have the opportunity to petition the section involved to approve transfer without penalty based on an undue hardship for the student. Educational Waivers will not be considered as an undue hardship.

**Financial:** Requires documented proof of a significant loss of income or a significant increase in expenses.

#### Exemption Request

**Divorced/Legally Separated Parents:** A student from divorced or legally separated parents who moves into a new school district with one of the aforementioned parents is exempt provided it occurs once every six months. The legal separation agreement must address custody, child support, spouses support and distribution of assets and be filed with the County Clerk or issued by a Judge.

**Homeless:** Student declared homeless by the Superintendent under McKinney-Vento Legislation [NYSED 100.2].

**Other:** Exemptions (six) as denoted in NYSPHSAA Rule #31 (Transfer). Exemption: \_\_\_\_\_

#### Residency Change

*NYSPHSAA transfer/residency policy states: (A residency is changed when one is abandoned and another one established through action and intent. Residency requires one's physical presence as an inhabitant and the intent to remain indefinitely. The mere renting of property within the District does not confer residency. The Superintendent determines residency for enrollment, but this more restrictive requirement is needed for athletic eligibility per NYSPHSAA regulations.*

**By signing this document, I attest the information provided is accurate and correct; I have understanding the falsification of information could lead to ineligibility; the immediate family will be physically residing at the current address as inhabitants and intend to remain indefinitely; the student has transferred without inducement or recruitment.**

Parent Signature: \_\_\_\_\_ Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

### PART ONE

#### TO BE COMPLETED BY STUDENT'S RECEIVING SCHOOL

Receiving School: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Date Entered 9<sup>th</sup> Grade: \_\_\_\_\_

Student/Family Previous Address: \_\_\_\_\_

Student/Family Present Address: \_\_\_\_\_

Parent's Names and Current Address(es)

**(Parent I name & address):** \_\_\_\_\_

**(Parent II name & address):** \_\_\_\_\_

Name of Sending School \_\_\_\_\_ Did student participate in athletics at sending school? Yes  No

The receiving school's administration is responsible for abiding by all NYSPHSAA Eligibility standards.

Athletic Director's signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*\* DO NOT COMPLETE BELOW - SECTION USE ONLY \*\***

SECTION APPROVAL: \_\_\_\_\_ SECTION EXECUTIVE DIRECTOR: \_\_\_\_\_

SECTION DENIAL: \_\_\_\_\_ DATE: \_\_\_\_\_





### NYSPHSAA TRANSFER NOTIFICATION

This form must be completed for all transfer students requesting a waiver or exemption

#### PART TWO

TO BE COMPLETED BY SCHOOL STUDENT PREVIOUSLY ATTENDED  
AND RETURNED TO STUDENT'S PRESENT SCHOOL

Name of Student: \_\_\_\_\_ Date entered 9<sup>th</sup> grade \_\_\_\_\_

Did student repeat any grades? \_\_\_\_\_ If yes, which grade(s)? \_\_\_\_\_

Name of School(s) Attended Prior to Transfer \_\_\_\_\_

Date of entrance to this school \_\_\_\_\_ Date of withdrawal from this school \_\_\_\_\_

Student's address while attending the above school \_\_\_\_\_

With whom did student reside at this address (name)? \_\_\_\_\_

Relationship of this (these) person(s)? \_\_\_\_\_

#### PART THREE

**TRANSFER STUDENT SPORT HISTORY**  
(Please include all sports student participated)

	YEAR	SPORT	LEVEL	SCHOOL
7 <sup>th</sup> Grade	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
8 <sup>th</sup> Grade	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
9 <sup>th</sup> Grade	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
10 <sup>th</sup> Grade	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
11 <sup>th</sup> Grade	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
12 <sup>th</sup> Grade	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____
	_____	_____	V <input type="checkbox"/> JV <input type="checkbox"/> FR <input type="checkbox"/> MOD <input type="checkbox"/>	_____

The undersigned has no knowledge the student named has transferred to his/her present school without inducement or recruitment.

Athletic Director's signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's signature: \_\_\_\_\_ Date \_\_\_\_\_