

# MIDDLEBURGH CENTRAL SCHOOL DISTRICT

#### Registration Packet Includes:

- ► Request for Student Records
- ► Registration Form
- ► Educational History
- ► Child Development & Medical History
- NYS Health Examination Form
- ▶ Dental Health Certificate
- ▶ Proof of Residency/Housing
- ► Home Language Questionnaire
- ► Technology Use Forms/Handbook
  - o Student Acknowledgement Form
  - o Parent/Guardian Acknowledgement Form
  - o Acceptable Use Policy Form
- ► Student Handbook & Signature Page
- ► Transportation Form
- ► Application for Free/Reduced School Meals

In order to complete registration (this includes UPK programs) the following documents must be provided:

☐ Parent/Legal Guardian Photo ID
☐ Valid State Issued ID or Valid Passport
☐ Proof of Residency ☐ Must provide TWO acceptable forms of proof:
Utility bill, official payroll document or letter from a federal, state or local government agency, current property tax bill, copy of signed lease agreement
☐ Birth Certificate ☐ Original (we will make a copy) or Certified Copy or Valid Passport
Proof of Immunization  Must be signed or stamped by a state licensed health care provider
Custody Papers (if Applicable)
☐ Special Circumstances (Residency Questionnaire)
☐ If applicable, detailing legal guardianship situations, temporary living situations, custody agreements, name changes

# MIDDLEBURGH CENTRAL SCHOOL DISTRICT

# Request for Student Records

(Previous School District)

Please be advised that the following student, previously enrolled in your school, has transferred to the Middleburgh Central School District.

I hereby authorize the following information to be sent to the school indicated below.

Student's Name (First, Middle, Last)

Gender Date of Birth Grade Level:

#### **Requested Records:**

- Academic Transcripts/Report Card
- Individualized Education Plans
- > 504 Plans
- Health and Immunizations
- State Test Scores
- ► Standardized Test Scores

- Regents and RCT Scores
- Functional Behavioral Assessments
- Social Work
- Record of Birth
- Discipline
- Other pertinent information to ensure proper placement

Please Fax the information requested to:

Academic Records/Medical: Laurie McGeary

Email: Laurie.McGeary@mcsdny.org Phone: (518)827-3600 Ext. 2601

Fax: (518)827-5181

IEP/504: Ellen Miller

Email: Ellen.Miller@mcsdny.org Phone: (518)827-3600 ext 3681

Fax: (518)827-4115

Parent/Guardian Signature:

Date:

#### Middleburgh Central School District

Registration Form

Please Choose the appropriate program according to date of birth\*: ☐ 3 Year Old UPK (3 by12/1) AM / PM ☐ 4 Year Old UPI<(4 by12/1) AM / PM ☐ Kindergarten (5 by12/1) □ \*My child will be attending AM Head start □ Grade Student's Name: Middle Initial Last Name: Gender: Date of Birth: Primary Language: Is Hispanic? (Optional)  $\square$ Yes  $\square$ No Race (Optional): □White □Black or African American □Asian □American Indian or Alaskan Native □ Native Hawaiian/Other Pacific Islander Mailing Address: Physical Address: Student's Home Phone: Student's Cell Phone: Parent/Guardian Information: Student resides with: Parents Mother Father Foster Parents (please see attached form DSS-299) Other Are there Legal Arrangements:  $\square$ No  $\square$ Yes If yes, please provide court documents □ Joint Custody □ Sole Custody □ Temporary Custody □ Visitation Primary Parent/Guardian Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: Work Phone: \_\_\_\_\_ Workplace: Choose All that Apply to above person: Primary Parent/Guardian Name: Relationship to Child: Home Phone: Cell Phone: Email Address: Work Phone: Work Place: \_\_\_\_ Choose All that Apply to above person: □Receives Mail □Can Pick Up □Custody Alert □Allow Parent Portal Access □Restricted List all Siblings that live in household Gender Birthdate Grade School Parent/Guardian Signature: \_\_\_\_\_\_ Date: \_\_\_\_\_ Relationship to Student:

<sup>\*</sup>Please note preferences for am or pm does not guarantee placement. Final placement will be determined by district and you will be informed by mail of your child's placement.

# Middleburgh Central School District

		Educational Histor	ry	
Student Name:				_
Has the student previous	sly attended Sc	hool in the Middle	burgh Central School District?	
□Yes □No	If Yes, wh	ich school:		_
Does the student have an	n IEP (Individua	al Education Plan)?		
□Yes □No				
Does the student have a	504 Plan?			
□Yes □No				
Has the student participat	ted in any of the	e following program	ms? Check all that apply	
□Academic Interv	rention Service	□Reading Services	S	
□Math Services		□Other:		
Please Check any specia	l programs that	your child has been	n assigned to in the past:	
□Consultant Serv	ices □Reso	ource Room	□Bilingual Education	
□Special Classes	□Оссі	upational Therapy	□Speech Therapy	
□Physical <b>Therapy</b>	Z □Cou	nseling	□Other:	
		<b>UPK Parents Only</b> :	:	
Did your child attend:	□UPK-3	Location:		
	☐Head Start	Location:		
Please list all previous schools	beginning with me	ost recent:		
Name of School:				
Address:				
Phone:				
Name of School:				
Address:				
Phone:				
Name of School:				
Address:				
Phone:				

# Child Developmental & Medical History

Student's Name:	Grade: M/F Date of Birth:				
Birth:	Developmental:				
Term: Weight:	First Tooth Age: Sat Alone Age:				
Delivery:	Crawled Age: Walked Age:				
Conditions:	Talked at Age:				
Abnormalities:					
Were problems experienced during preg	gnancy which required medical intervention? If yes, what were they:				
2. Were there any complications at birth? (pr	remature, prolonged labor, need for oxygen, difficult delivery):				
3. Please note any congenital conditions pr	resent at birth:				
4. Did your child proceed through develop	mental stages normally?				
5. Were there any particular difficulties as a	a preschooler? (Difficulty watering, sleeping, bedwetting, etc)				
6. Any diseases, illnesses, or injuries which	required medical attention?				
7. Any undiagnosed illnesses? (Prolonged high	igh fever, convulsions, seizures, etc.)				
8. Any hospitalizations? If so, for what reas	ison?				
9. Has your child had surgery for any reason	n? If yes, when and for what?				
10. Have hearing or visual aides ever been re	equired for your child? If yes, when and what for?				
11. Has your child been on medication for an	ny reason?				
12. Have there been any neurological problem	Have there been any neurological problems diagnosed on your child, birth to present? If so, please explain:				
13. Attention problems or hyperactivity prob started?	plems? Has medication been prescribed? If yes, what med and when				
14. Previous or current cancer treatments? Pl					
15. Please explain any other pertinent medica	al, dental or psychological history:				
16. Is your child a twin? If yes, birth order: To	Twin 2				

# Child Developmental & Medical History

Has your child had the following? (Please check and list date(s)):

Illness		Date	Illness	Date
Chicken Pox			Diabetes	
Scarlet Fever			Hepatitis	
Pneumonia			Seizures (List Type)	
Bronchitis			Asthma	
Breathing Difficulties			Allergy to bee stings	
Blood Disorders			Family history of bee allergy**	
Rheumatic Fever			Frequent Ear Infections/Aches	
Kidney Problems			Frequent Colds	
Tuberculosis			Frequent Strep Throat	
Family History of TB			Ear Condition	
Contact with TB			Ear Tubes	
Heart Disease			Vision Difficulties	
Heart Murmur			Cataracts	
Scoliosis			Speech Difficulties	
Frequent Nosebleeds			Emotional Problems	
Food Allergies (Please List)			Behavioral Problems	
Lactose Intolerant			Frequent Headaches	
other			Epilepsy	
			**Type of reaction to Bee Sting:	
•	e medication f	for allergies?	Yes □No If yes, what n	nedication? nedication?
Please note: regarding m for the school nurse to a		_	ed doctor's note and a pare	ent note are required in order
Family Doctor:			Phone:	
Family Dentist:			Phone:	
Darant Signatura			Data	

# Middleburgh Central School District

	Proof of Resid	ency/Housing		
Name of Student:				
If registering more than one student, you can list ther	n below.			
Student:		Gender:	Date of Birth:	Grade:
				1
Please check one:	Пт	Reside with a district re	gidant.	
Rent		Cemporary living situati		
To enroll you must reside within the district. Solely own student may be registered. Post office boxes will not be	ning property or a hor	ne does not constitute res	idency. Proof of residency	is required before a list:
If you own:			If you rent:	
☐ Tax Bill within 30 days		☐ Documents issued l	by the federal, state or lo	ocal agencies
□House Deed	ŗ	☐ Lease agreement (must be signed with the landlord's name and phone number)		
□Mortgage Statement within 30 days		□Current Renter's Insurance		
□ Current Homeowner's Insurance				
☐ Utility Bill within 30 days				
☐ Voter Registration				
The answer you give below will help the district dete Act. Students who are protected under the McKinn documents normally needed, such as Proof of Res protected under the McKinnev-VentoAct may also b	ney-Vento Act are e	ntitled to immediate en	rollment in school even i	if they don't have the
	Where is the Student	currently living?		
☐In a shelter				
☐With another family or other person because o "doubled-up").	f loss of housing or	as a result of economic	c hardship (sometimes re	eferred to as
□In a hotel/motel				
☐In a car, park, bus, train, or campsite				
☐Other temporary living situation (Please descri	ibe):			
☐In Permanent housing				
his document will be retained in the student's file alesidency will be verified.	ong with other requ	ired documents. Once the	his form is received by th	e District Registrar,
Parent/Guardian Signature:		Please Print Name:		



#### STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of P12

Elisa Alvarez, Associate 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)**

Dear Parent or Person in Parental STUDENT NAME: Relation: In order to provide your child with the Middle First Last best possible education, we need to determine how well he or she DATE OF BIRTH: GENDER: understands, speaks, reads and writes ■ Male in English, as well as prior school and ☐ Female Month Day Year personal history. Please complete the sections below entitled Language PARENT/PERSON IN PARENTAL RELATION INFO: Background and Educational History. Your assistance in answering these Last Name questions is greatly appreciated. First Name Relation to Thank you. HOME LANGUAGE CODE

	Language Bac Please check all tha			
What language(s) is(are) spoken in the student's home or residence?	☐ English	☐ Other:		
2. What was the first language your child learned?	□ English	☐ Other:		
3. What is the Home Language of each	☐ Parent 1		☐ Parent 2	
parent/guardian?		specify	_	specify
	Guardian(s)			
			specify	
4. What language(s) does your child understand?	☐ English	☐ Other:		
5. What language(s) does your child speak?	□ English	☐ Other:		☐ Does not speak
6. What language(s) does your child read?	□ English	☐ Other:		☐ Does not read
7. What language(s) does your child write?	☐ English	☐ Other:		☐ Does not write

SCHOOL DISTRICT INFORMATION:	STUDENT ID NUMBER IN NYS STUDENT INFORMATION SYSTEM:

# Home Language Questionnaire (HLQ)—Page Two

	Educational	History	
8. Indicate the total number of years	that your child has bee	n enrolled in school	
9. Do you think your child may have a understand, speak, read or write in E Yes* No Not sure			
	explain:		
How severe do you think these difficulti	es are?	☐ Somewhat severe	e
<b>10a. Has your child ever been <u>referre</u></b> complete 10b below	<u>ad</u> for a special education	on evaluation in the past?	□ No □ Yes* *Please
10b. * <u>If referred for an evaluation.</u> ha □ No □ Yes – Type of services	received:	<u>'ed</u> any special education s	services in the past?
Age at which services received (Pleas ☐ Birth to 3 years (Early Interven Education)		ecial Education) 🛚 6 year	rs or older (Special
10c. Does your child have an Individ	ualized Education Prog	ram (IEP)?  □ No □	l Yes
11. Is there anything else you think is	s important for the scho	ol to know about your chi	Id? (e.g., special talents, health concerns, etc.)
12. In what language(s) would you li	ke to receive informatio	n from the school?	
			Day: Year:
Signature of Parent or og	f Person in Parental Relatio	$\overline{n}$	
Relationship student: 🗆 Parent 🗀 Oth	er:	_	
OFFICIAL ENT	FRY ONLY - NAME/POSITION	OF PERSONNEL ADMINISTER	ING HLQ
Name:	Pos	SITION:	4
IF AN INTERPRETER IS PROVIDED, LIST NAME, PO	SITION AND CREDENTIALS:		
NAME/POSITION OF QUAL	IFIED PERSONNEL REVIEW	NG HLQ AND CONDUCTING INI	DIVIDUAL INTERVIEW
NAME:		SITION:	
ORAL INTERVIEW NECESSARY: YES N	10		
**DATE OF INDIVIDUAL INTERVIEW:	OUTCOME OF INDIVIDUAL	<ul> <li>□ ADMINISTER NYSITELL</li> <li>□ ENGLISH PROFICIENT</li> <li>□ REFER TO LANGUAGE PROFICE</li> <li>TEAM</li> </ul>	CIENCY
MO DAY	YR. INTERVIEW:		
		SONNEL ADMINISTERING NYSITE	ELL
NAME:	Posr	TION:	
DATE OF NYSITELL Administration:	PROFICIENCY LEVEL ACHIEVED	ING 🗖 EMERGING 🗖 TRANSI	TIONING EXPANDING COMMANDING
MO. DAY YR.			
FOR STUDENTS WITH DISABILITIES, LIST ACC	OMODATIONS, IF ANY, ADMINIST	TERED IN ACCORDANCE WITH IEP P	'URSUANT TO CSE RECOMMENDATION:

OFFICE USE ONLY	
Date Received:	
Date Approved:	

# Middleburgh Central School District Transportation Department

# Alternate Transportation/Emergency Closing Form/Parent Transportation

School Year:				ffective Date:	
I am requestin	g transportation for	my child/children	to the location bel	ow:	
Child's Name		School E	Building	Grade/Teac	her
_	ort my child/childr				
Home Phone					
Alternate Loca	ation				
Home	/Legal Residence E	Bus Number			
Numb	oer Alternate Locati	on Bus Number			
Check All that	t Apply:				
	AM Only	PM Only	AM/PM	As Needed	
-	AM Only	PM Only	AM/PM	As Needed	
-	v	PM Only	AM/PM	As Needed	
-	AM Only	PM Only	AM/PM	As Needed	
Friday	AM Only	PM Only	AM/PM	As Needed	
IF ALTERNAT	E LOCATION IS N	OT USED ON A CO	NSISTENT BASIS,	THEN A BUS NOTE MUST	BE SUBMITTED EVERY
TIME THE AL	TERNATE ROUTE	WILL BE USED			
PARENT TRA	ANSPORT: Student	t(s) will not need d	istrict provided tra	insportation for the	School Year:
☐ Parent T	ransport				
Parent/Guardian Pr	rint Name			Home Phone	
Physical Address				Emergency Phone	
Parent/Guardian Si	gnature			Date	



### **IDENTIFICATION & RECRUITMENT PARENT SURVEY**

The Migrant Education Program (MEP) is authorized by Title I, Part C of the Elementary and Secondary Education Act (ESEA). The MEP provides a variety of educational services to families who work in agriculture, regardless of their nationality or legal status. This program is free of charge to all eligible families and may include tutoring, free school lunch eligibility, educational field trips, summer programs, parent involvement activities, emergency needs and referrals to other services as needed.

# Please take a few minutes to complete this questionnaire.

# Has anyone in your family worked or looked for work at the following occupations during the past 3 years?

☐ Any agricultural, farm, or fishing work (such as hay, dairy, fruit or vegetable crops, poultry, fishing, nursery/greenhouse, etc.)
☐ Work related to logging, harvesting, or initial processing of trees.
☐ Work at a food processing plant, (such as meat or poultry processing plants, packing fruits or vegetables, etc.)
If you answared VFS please provide your contact information below:

Parent/Guardian Name:		
Home address:		
Telephone number: ()	Best time to be reached:	AM/PM
Previous Address:		
Student name:	AgeGra	ade
Student name:	Age Gra	ade

To submit this referral please fax to 607-436-3606 or send by mail to NYS Migrant Education Program-Identification and Recruitment Office: 100 Saratoga Village Blvd, Suite 41, Ballston Spa, NY 12020.

# MIDDLEBURGH SCHOOL CENTRAL DISTRICT STUDENT ACCEPTABLE USE POLICY & ACKNOWLEDGMENT FORM

In consideration for the use of the Middleburgh School District's Computer System (DCS), I agree that I have been provided with a copy of the District's policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the District. I also agree to adhere to related policies published in the Student Handbook.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the DCS. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Violation of District policy and regulations may also result in the imposition of discipline under the District's school conduct and discipline policy and the *Code of Conduct*. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously, or unlawfully damage or destroy property of the District. Further, the District may bring suit in civil court in accordance with General Obligations Law Section 3-112 against my parents or guardians if I willfully, maliciously, or unlawfully damage or destroy District property.

I hereby acknowledge and accept full responsibility, including damage/loss/theft, for this Dell Latitude 3100 Chromebook and power cord for the duration of the student's enrollment in Middleburgh Central School District.

This device is only for the student use with the "MCSDNY.org" district-provided Google account. As such, content accessed with this device is **always** filtered using *Lightspeed Systems* for inappropriate material and uses not meant for educational purposes.

Data Privacy and Security Considerations for Families:

By signing below, I am acknowledging that I have read and will comply with the *Middleburgh Central Technology Use Agreement Handbook and School District Acceptable Use Policy (BOE Policy - 7316.* 

Service Asset Tag/Serial#: \_\_\_\_\_\_

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

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

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

Student Grade Level: \_\_\_\_\_\_

**Device:** One (1) Dell Latitude 3100 Chromebook and One (1) Charge

# Middleburgh 1:1 Computer Consent Form

I am the parent or guardian of

the minor student who has signed the District's agreement for student use of computerized information resources. I have been provided with a copy and I have read the District's policy and regulations concerning use of the DCS.

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my child student access to external computer networks not controlled by the Middleburgh School District. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use of technology to my son or daughter when he or she is using the DCS or any other electronic media or communications, including my son or daughter's own personal technology or electronic device on school grounds or at school events.

I agree to release the Middleburgh School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son or daughter's use of the DCS in any manner whatsoever.

I agree that my child will have access to the DCS and I agree that this may include remote access from our home.

### Parent/Guardian: Acknowledgment

By accepting this device from the Middleburgh Central School District, you are agreeing to the terms in this agreement. You acknowledge that you have read and will comply with the *Middleburgh Central School District Technology Use Agreement Handbook and School District Acceptable Use Policy (BOE Policy - 7316).* 

These are the estimated costs of the most common repairs:

- Broken screen \$250
- Cracked case (laptop body) \$75
- Replacement keyboard \$75
- Broken or lost charger \$35
- Broken AC adapter port \$30
- Device replacement \$475

The Middleburgh Central School District is sponsoring an optional Device Service Plan for a fee of \$20 per school year. Coverage includes:

- First Claim: Free of charge service with optional Device Service Plan
  - What is covered: One accidental damage of the device if the cost to fix the damage is less than \$75, or \$75 deducted from the bill if the repair costs more.
- Additional Claims: User is responsible for the full cost of the repairs or replacement.

Payments for the Device Service Plan can be made via check or cash - payable to: Middleburgh Central School District.

In the event of theft, a claim must be accompanied by a Police Report for a new device to be replaced.

# **Device Borrowing Terms**

Students must return their device at the end of each academic year for inspection, software updates and maintenance. The same device will be issued back to the student at the start of the next school year.

Students are not to add unauthorized programs, apps or software not approved by the Middleburgh Central School District.

Students are **not** to remove the device asset tag.

#### To Report a Claim or Damage:

Bring your device to the Library Media Center to have an IT Ticket submitted. If you device is lost, report it to Jody DeJong in the Library Media Center

# Payments/Lost/Broken Devices

Bills for repairs are sent out monthly during the school year, and in July for the end of the school year. Payments for repair/replacement can be made via check or cash - payable to *Middleburgh Central School District*.

Print Parent/Legal Guardian Name:
Print Student Name:
Parent/Legal Guardian Signature:
Date:

# Middleburgh Junior-Senior High School 2024-2025

#### SIGNATURE PAGE

(Please complete and return)

**STUDENT HANDBOOK** By checking this box and signing below, both the parent/legal guardian and the student acknowledge they have read, discussed and understand the contents of the 24-25 Middleburgh Student Handbook.

https://www.middleburghcsd.org/about-us/middleburgh-junior-senior-high-school-student-handbook-2024-2025/

**GOOGLE WORKSPACE FOR EDUCATION PERMISSION** By checking this box you are acknowledging the use of Google platforms that are outside of the general education products. This includes Google Maps, Google Earth, Google Photos, Google Books, Extensions from the Chrome Web Store and Youtube.

**ATTENDANCE POLICY** By checking this box and signing below, both the parent/legal guardian and the student acknowledge that the Attendance Policy has been read and understood.

**CELL PHONE POLICY** By checking this box I understand that cell phones are not to be used during the school day, except during your designated lunch period. Consequences will be given if this policy is not followed.

I have read and acknowledged the permissions and policies for the 2024-2025 school year.

Print name of student:	
Signature of student:	
Print name of parent:	
Signature of parent:	
Date:	