Welcome to the Menands School District! Please complete <u>one packet</u> for each child you are registering.

PROOF OF RESIDENCY: When you register by appointment, the parent (s) or person(s) in parental relation to the child will be required to submit (3) forms of documentation establishing residency in the school district, including but not limited to, the following:

- A copy of a residential lease; deed; or mortgage statement
- A statement by a third-party landlord, owner, or tenant from whom the parent(s)/guardian(s) lease from or live with (notarized affidavit)
- Such other statement(s) by a third party establishing the physical presence of the parent(s)/guardian(s) in the school district.
- Pay stub
- Income tax form
- Utility or other bills
- Membership documents based upon residency (e.g. library cards)
- Voter registration document(s)
- Official driver's license, learner's permit, or non-driver ID
- State or other government-issued identification
- Documents issued by federal, state, or local agencies
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers

The Menands School District will make a residency determination based upon the material provided by the parent(s)/guardian(s).

PROOF OF AGE: To determine a student's age, a certified transcript of a birth certificate or record of baptism, (including a certified transcript of a foreign birth certificate or record of baptism) is required. If such documents are not available a passport would be accepted.

HEALTH REQUIREMENTS: NY Public Health Law §2164(7) (a) states no child can be admitted to attend school, for <u>more than fourteen days</u>, without certification provided as evidence of the child's immunization against polio, mumps, measles, diphtheria, rubella, varicella, hepatitis B, pertussis, tetanus, and where applicable Haemophilus influenza type b (Hib) and pneumococcal disease. If the parent is transferring from out-of-state or another country and can show a good faith effort to get the necessary certifications the 14 days can be extended to not more than 30 days. Each new entrant is also required by NY Public Health Law to submit proof of a health examination which shall not be more than (12) months before the commencement of the school year.

Once you have all the required documentation, you're ready to register your child. Please contact Trish

O'Connell at toconnell@menands.org or 518-465-4651 ext 101 to make an appointment.

When all paperwork has been submitted, reviewed, and determined complete, you will be notified with your child's start date, teacher assignment, and transportation information.

Sincerely,

Trish O'Connell Menands UFSD Registrar

Department	Contact	Phone Number	Email
Registration & Transportation	Trish O'Connell	518-465-4561 ext 101	toconnell@menands.org
McKinney Vento Liaison & Special Education	Audrey Franke	518-465-4561 ext 115	afranke@menands.org
Guidance Counselor	Cheri VandenBerg	518-465-4561 ext 156	cvandenberg@menands.org
Health Office	Diane Roseberger	518-465-4561 ext 109	droseberger@menands.org
Cafeteria	Mike Tehan	518-465-4561 ext 120	mtehan@menands.org
After School Child Care	СУС	518-438-9596	info@colonieyouthcenter.org

For Parent/Guardian:

	Proof of Age: Student's Birth Certificate, Baptismal Certificate, or Passport
	Photo ID of parent/guardian registering student (driver's license or passport)
	Proof of Residency: mortgage statement/deed/lease agreement - + 2 additional
	*An Affidavit of Residency must be filled out and notarized ONLY IF the parent/guardian resides
	in a dwelling that they do not lease or own.
	Residency Questionnaire
	Student Registration Packet
	Home Language Questionnaire
	Authorization for Release of Records
	IEP (if applicable)
	Custody Paperwork (if applicable)
	Dismissal Procedures Form
	Cafeteria Form
	Technology Agreement
	Code of Conduct Agreement
	Immunization Records
or :	School Use
	Determine enrollment eligibility OR give 3 days to provide missing information
	McKinney-Vento determination -STAC202 Completed
	Application completed and accepted.
	Application incomplete. Information needed

The Federal Family Rights and Privacy Act (FERPA) requires schools to have written consent from a parent or legal guardian before releasing educational records

		Dat	e of Request:
STUDENT INFORMATION	ı		
Student Name:		Date of Birth:	Grade:
Parent/Guardian Name:_		Relationship to Stu	udent:
Last School Attended:		Prior School Phone	e:
		Prior School Fax:_	
USE AND DISCLOSURE IN	IFORMATION		
I, the undersigned, do hereby to disclose and deliver the cor (Please check all that apply):	authorize	y or educational institution ma ined under the above name includ	intaining records} ling but not limited to the following
	Psychological & EducationSpecial Education RecordDiscipline		Other (specify)
The education records checked	above shall be delivered to:		
Name: Menands School Registra School: Menands UFSD Address: 19 Wards Lane Menands, NY 12204 Phone: 518-465-4561 ext. 101 F Preferred Method of Transmiss		org	
	ion Rights and Privacy Act (FERPA		ted in a confidential manner under ersonally identifiable information without
·		ary and I can withdraw my consen en provided under prior consent f	at at any time in writing. Should I withdraw for release.
Signature of parent/guard	dian:	Da	ite:

PROOF OF RESIDENCE FORM

Student's Name:			DOB:
Parent/Guardian Name:			
Physical Address:		City/State/Zip:	
Own or Rent (Please Circle	One)		
not constitute residency. Prowill not be accepted. You mu	oof of residenc ust provide at I	Union Free School District. Solely ow y is required before a student may b least three (3) proofs from the follow nese documents and they must be c	pe registered. Post office boxes wing list. Your name and address
One From Below:			
Mortgage Statement			
Purchase Contract (must cor	ntain both the se	eller's and the purchaser's name and th	e address of the property to be
Purchased)			
Lease Agreement (must be o	current, legal, an	nd valid between owner and renter, mu	st contain the landlord's name,
signature, address, and phone	number.		
Two Additional From Below	7:		
Tax Bill			
Driver's License			
Utility Bill			
Car Registration or Insurance	e ID		
Telephone Bill			
Credit Card Bill			
Cable/TV Bill			
		student's file along with other requied istrict until these forms have been	
Parent/Guardian Signature	Date	Approved by: Signature	 Date

Residency Questionnaire

		Da	ate:		
Name of Studen		Final			
	Last	First		Middle	2
Gender:		Date of Birth:	/	/	
□ Male		N	Month	Day	Year
□ Female					
Address:					
DI					
Email:					
also be entitled to fre	e transportation and other	nts who are protected under services. The services with the provides money for homele		•	·
-		? – Please check ONE			
□ In permaner	nt housing				
•	ency or transitional she	lter			
□ In a motel/h	otel				
		use of loss of housing or	econo	mic har	dship
• •	k, bus, train, campsite, c	_			
□ Other temp	orary living situations _	•			
		X			
Print name of Parent,	Guardian, or student	Signature of Parent, Guard	lian, or S	 Student	

AFFIDAVIT OF RESIDENCY – PROPERTY OWNER

(To be filled out if proof of residence cannot be established through other documentation)

I,	being duly sworn, depose and say:	and his/her
(Property Owner	being duly sworn, depose and say: (Name of Parent/Guardian)	
	, reside at my property located at	·
(N	Name of child/ren)	
	the actual and only residence of the parties named, and they reside there days for months.	aily, and have
The sole purpos	se of this affidavit is to confirm the residence of the parties named so that	
(Name of child/ren can attend the M	Menands Union Free School District tuition-free.	
	at the Menands Union Free School District has the right to conduct an Atterverify the residence of the parties named in this affidavit, including a visit	
I also understan of attending sch	is/are not residing at my property solely for all this district.	or the reason
•	ment made in this affidavit may be a crime subject to appropriate penalty a l Law of the State of New York.	s contained
I can be contact require further i	red at the number(s) listed below should the Menands Union Free School Information.	District
Home Phone: _	Cell Phone: Work Phone:	
Primary Propert	ty Owner Signature:	
Sworn to before m	ne this day of, year	



STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 Office of P-12

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 First Middle 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 Dav 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 First Name Relation to questions is greatly appreciated. Thank you. HOME LANGUAGE CODE Language Background (Please check all that apply.) 1. What language(s) is(are) spoken in the student's home ■ English □ Other or residence? specify □ Other 2. What was the first language your child learned? ■ English specify 3. What is the Home Language of each parent/guardian? □ Parent 1 ☐ Parent 2 specify specify ☐ Guardian(s) specify 4. What language(s) does your child understand? ■ English Other specify 5. What language(s) does your child speak? □ Other ■ English ■ Does not speak specify 6. What language(s) does your child read? □ Other □ Does not read ■ English specify 7. What language(s) does your child write? □ Other ☐ Does not write ■ English THIS SECTION TO BE COMPLETED BY DISTRICT IN WHICH STUDENT IS REGISTERED: STUDENT ID NUMBER IN NYS STUDENT SCHOOL DISTRICT INFORMATION: INFORMATION SYSTEM: District Name (Number) & School: Address:

1 ENGLISH

Home Language Questionnaire (HLQ)—Page Two

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 <u>referred</u> 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)?
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?
Month: Day: Year:
Signature of Parent or of Person in Parental Relation Date
·
Signature of Parent or of Person in Parental Relation Date Relationship to student: □ Parent □ Other: □
Relationship to student: Parent Other:
Relationship to student: Parent Other: OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ
Relationship to student: Parent 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
Relationship to student: Parent 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:
Relationship to student:
Relationship to student: Parent Other:
Relationship to student:

2 ENGLISH



New Student Registration Form

Menands Union Free School District

19 Wards Lane

Menands, NY 12204 Phone: 518-465-4561 Fax: 518-434-2840

Student Information	. — . — . — . — . —	
Last Name:	First Name:	MI:
Grade: Gender: Resident Address:	Date of Birth:	Home Phone:
Street Address	Apt/Room # City	State Zip
Is this student a foster child?	Yes If yes, what is the home of No If yes, a DSS 2999 Form is	
Check box if for Transportati	on Only: School Registering for:	·
Previous Enrollment Informer Address (House #, St	ormation reet, City, State, Zip, Apt #)	Has this student ever been enrolled in Menands Yes
Address:		
Phone:	Fax:	
Has the child ever been expe	elled from school? Yes	No
If yes, give reason:	·-·-·	
Special Education Needs		· — · — · — · — · —
Does the child receive specia	al education services? \Box Yes \Box	No

If so, pleas	e place a checkmark next to eac	h service your child is receiving.	
	☐ Speech/Language Therapy	☐ Self-Contained Classroom☐ Resource Room	☐ Classroom Aide ☐ Declassified
	· — · — · — · — ·		
	. — . — . — . — .		
Health In	<u>formation</u>		
Family Do	octor:	Hospital:	
Health Ca	re Facility:	Dentist:	
Please lis	t any treatments, illnesses,	accidents, or allergies:	
	Race and Ethnicity	(1) and (2). Pease read them b	
[For questi	•	lescribes your child.] Select only	
of (•	entral or South American, or oth	•
	ect ONE or MORE races from the r question (2) you may select all	e following racial groups. groups that apply to your child.	Select at least ONE box.]
1 1	ntains cultural identification through t	on having origins in any of the original ribal affiliation or community recogniti	
inclu		ne original peoples of the Far East, Sout ndia, Japan, Korea, Malaysia, Pakistan,	cheast Asia, or the Indian subcontinent, the Philippine Islands, Thailand, and
	ve Hawaiian/Other Pacific Islander: A er Pacific Islands.	person having origins in any of the orig	ginal peoples of Hawaii, Guam, Samoa, o
Blac	k: A person having origins in any of th	e black racial groups of Africa.	
☐ _{Whi}	te: A person having origins in any of the	he original peoples of Europe, North Af	frica, or the Middle East.

Immigration Information

For Immigrants Only: (Must answ	ver all 4)		
Years in U.S. schools:			
Country of origin:			
City where born:			
Home language:			
		. — . — . —	. — . — .
Emergency Contacts	— . — . — . — .	. — . — . —	
List 2 relatives and a neighbor who will be resp • Imperative in the event of an emerge	-	/accident and you ca	nnot be reached
Contact 1:	Home Phone:		
Contact 1 Relationship:	Cell Phone:		
Contact 2:	Home Phone:		
Contact 2 Relationship:	Cell Phone:		
Contact 3:	Home Phone:		
Contact 3 Relationship:			
Automated Telephone Notification Please list 2 each: phone numbers, ema	<u>on</u>		
Please Note: This system cannot dial edirectly.	extensions. Therefore, please us	e numbers that w	rill reach you
Phone 1:	Phone 2:		
Email 1:	Email 2:		
Cell phone 1 for text message:			
Cell phone 2 for text message:			
Siblings in Same Household	- · — · — · — · — · —	. — . — . —	. — . — .
Name:	Date of Birth	Gender	<u>Grade</u>
		⊔M ⊔F	
		∐ M ∐ F	
		⊔ M ⊔ F	

Other Information
 Has family moved within past 3 years to obtain migratory employment? If yes, complete migrant worker form. Did your Child Receive Free and/or Reduced lunch in your prior school? Yes No
nternet Permission
My child has permission to use the internet at school: \square Yes \square No
Custody
s there a custody issue?
f Yes, who has custody?
A copy of the custody papers must be given to the school district at the time of registration and any updates in the future must also be kept on file at the school)
s there an order of protection?
mportant: The District shall presume that either parent of the student has the authority to obtain the
child's release from school unless provided with legal documentation stating otherwise
Adults Authorized to Pick up Children (Other than Parents) The following individuals have my permission to pick up my children from school
*Please list all individuals including emergency contacts if you so choose. YOUR CHILD CANNOT BE RELEASED
TO OTHER THAN THOSE LISTED.)
Name: Phone:
Name: Phone:
Name: Phone:
Name: Phone:

Parent/Guardian Information		
	Can this person:	Yes No
Parent 1 Name Prefix: Dr. Mr. Mrs. Ms. Other	Receive mail about this student Pick up this student	
Name:	from school	
Relationship \Box \Box \Box	Is Active Military	
to Student: Father Mother Step- Step- Relat Father Mother	ve Non- Relative	
Legal Active Guardian Yes No Military Ye		es No
Address:		
(If Different from Student)	City State	Zip
Occupation:	Employer:	
Phone Numbers: Work: Cel	:	
Home:	•	
	Writton Languago:	
Spoken Language:		
	work Email:	
Parent/Guardian Information	Can this person:	Yes No
Parent 2	Receive mail about this student	
Name Prefix: Dr. Mr. Mrs. Ms. Other	Pick up this student from school	
Name:		
Relationship		
Father Mother	ve Non- Has custody	
	ve Non- Relative	ШШ
Legal	Relative Has	es No
Guardian Yes No Military Ye	Relative Has	es No
	Relative Has	es No
Guardian Yes No Military Ye Address:	Relative Has Custody Y City State	Zip
Guardian Yes No Military Ye Address:	Relative Has Custody Y City State Employer:	Zip
Guardian Yes No Military Ye Address: (If Different from Student) Occupation: Phone Numbers: Work: Cel	Relative Has Custody Y City State	Zip
Guardian Yes No Military Ye Address:	Relative Has Custody Y City State Employer:	Zip
Guardian Yes No Military Ye Address: (If Different from Student) Occupation: Phone Numbers: Work: Cel	Relative Has Custody Y City State Employer:	Zip

Parent/Guardian Information				
Tarching Guardian information		Can this person:	Yes No	
Parent 3 Name Prefix: Dr. Mr. Mrs. Ms. Other		Receive mail about this student		
Name:		Pick up this student from school		
Relationship		Is Active Military		
to Student: Father Mother Step- Step- Relative Father Mother	e Non- Relative	Has custody		
Legal	No	Has Custody Yes	s No	
Address:				
(If Different from Student)	City	State	Zip	
Occupation:	Employe	er:		
Phone Numbers:				
Work: Cell:			_	
Home:				
Spoken Language:	Written La	anguage:		
Personal Email:	Work Ema	il:		

Menands Union Free School District

19 Wards Lane, Menands, N.Y. 12204 Ph: 518-465-4561 x. 109 Fax: 518-465-4572

School Nurse: Diane Roseberger R.N.

Dear Parents/Guardians:

The Menands School would like to take this opportunity to explain the role of the School Health Office, and to ask your help in our work with your child.

Special Health Needs: So that we may provide the best care for your child, please inform us of the following:

- 1. Food Allergy
- 2. Bee Sting Allergy
- 3. Allergy to any other medication
- 4. Difficulty with vision, hearing, or speech
- 5. Need for medication during the school day
- 6. Any medical diagnosis for which your child may take medication at home
- 7. Any head injury or concussion that occurs.

Medication in School:

In order to have medication administered to your child while in school you MUST have the following:

- 1. A physician's order completed by their doctor
- 2. Parent permission completed on the physician's order form.
- 3. An adult **MUST** bring the medication into school
- 4. Medications must be in the original container

Emergency Contact Information:

It is important for your emergency contact information to be up-to date. It is imperative to be able to reach an adult in the event of an emergency or early school closure. If you have any changes to your contact information please contact the school.

Accidents and Injuries in School:

If an accident occurs in school, the parent/ guardian will be notified as deemed appropriate by the school nurse. If necessary, the student will be treated with appropriate first aid measures.

^{*}The above refers to ALL medications including over the counter medications that are used on an "as needed basis."

Menands Union Free School District

19 Wards Lane, Menands, N.Y. 12204 Ph: 518-465-4561 x. 109 Fax: 518-465-4572

School Nurse: Diane Roseberger R.N.

Immunizations:

All student must be in compliance with NYS immunization standards in order to attend school. A child will not be allowed to attend school without proper verification of the immunizations.

School Physician:

The New York Education Law requires a physical exam for all new students upon entrance to school and routinely in grades K, 2, 4, and 7. We encourage this to be done by your child's physician, as he /she can offer a more complete examination through his/her knowledge of your family. If a physical is done by our school physician you will be notified of any abnormal findings.

Dental Certificates:

Dental Health is important to your child's overall health. Please have your child's dentist fill out the Dental Health Form at your next visit. If you need assistance obtaining Dental care please contact the Health Office

Attendance:

Per Menands School Attendance Policy: An excuse written by a parent or guardian must be sent to school with the student on the next day they return to school. It is very important that parents and school staff cooperate in an effort to make sure all students are safe and accounted for each day of school. Without a written note your child will be marked "unexcused" If your child is absent due to a medical/dental appointment you may send in a note from their doctor to excuse their absence.

Screening Procedures:

Students in all grades are screened by the Health Office nurse for visual acuity and hearing. Students from ages 8-16 are also screened for scoliosis according to NYS law.

Menands Union Free School District

19 Wards Lane, Menands, N.Y. 12204 Ph: 518-465-4561 x 109 Fax: 518-465-4572 **School Nurse: Diane Roseberger R.N.**

STUDENT HEALTH HISTORY- 2022-2023

Name:					DOB:	Age:	Gender:	
			Grade:		□М□Г			
Parent/Guardian:			Home Phone:		Date:			
						Cell Phone:		
Check all that applies: YES			NO	If Yes, pl	ease explain and inc	lude date:		
Ongoing medical condition								
Followed by medical specialist								
Allergies: *If medication is prescribed please indicate below.				☐ Food ☐ Medication	□ Environme □ Other (Exp			
Hospitalization								
Surgery								
Injury that required an Emergency	Room	/isit						
Missed 5 days of school in a row du	e to ill	ness/inju	ury					
Bone/muscle injury								
Loss of consciousness, concussion	or serio	us head						
injury.* Please indicate approximate	date.							
Convulsion/seizure								
Vision impairment or condition				☐ Glasses	☐ Contacts ☐ Pro	sthesis		
Hearing impairment or condition				☐ Hearing aid	☐ Cochlear implant	t		
Dental bridge, braces or mouthpied	e							
Have any family members under the age of 50 ever:		YES	NO		If Yes, please specify	y:		
Had a heart attack								
Had other serious health problems								
CHECK ALL THAT APPLY TO YOUR CH	LD:							
□ ADHD						Scoliosis	П: I У	
☐ Asthma/trouble breathing	_					Single Organ (□kidney,	Litesticle)	
·	☐ Autism/Asperger ☐ Heart Conditions					Skin Condition Speech Condition		
☐ Dental Injuries ☐ High Blood P						•		
☐ Ear Infections	☐ Diabetes ☐ Mental Health Condition ☐ Urinary Condition ☐ Ear Infections ☐ Diabetes ☐ Mental Health Condition ☐ Urinary Condition							
Please list any additional concerns	: (use h					,		
	. (0.00				.,,			
CURRENT MEDICATIONS	YES	NO			Ple	ase list medicatio	n name, dose, time(s)
(Include as needed medications for allergies)								
Given at school								
Taken at home								
ASSISTIVE EQUIPMENT	YES	NO				Please check	all that apply	
During or outside of school			☐ Crut	tches	□ Wa	lker 🛮 Wheelcha	ir 🛘 Other:	
TREATMENTS	YES	NO						
During or outside of school			□ Insu	lin/bloo	od gluc	ose monitoring	☐ Inhaler/nebulizer	☐ Special diet
Is there any condition that would prevent your child from participating in physical education or sports? □No □Yes:								

_Date:_____

Parent/Guardian Signature:_____

MENANDS SCHOOL CAFETERIA 2022-2023

Student's Name	t's Name Grade			
Circle one: I do / do not give permission for my ch purchase snacks using his or her cafeteria account.				
	Allergies to Foods			
Please	ist below any food allergies your child has			
	None			
	Peanut or Nut Allergy			
Other				
	Special Food Considerations			
Please check	all boxes that apply to your child's dietary needs			
	None			
	Gluten Free			
	No Pork Allowed			
	Vegan			
	Vegetarian			
	Other:			
Parent's Signature	Parent's Printed Name Date			

Menands School Student Code of Conduct

We are dedicated to maintaining a positive learning environment for all students. To assist in meeting this goal, we utilize a Code of Conduct that complies with the Dignity for All Students Act and sets forth students' rights and responsibilities while at school and school-related activities. It is important that everyone in the school community, including parents/guardians and students, be familiar with the Student Code of Conduct. Please take the time to review the Code of Conduct with your child, which can be accessed via the school web page: www.menands.org. Then sign and complete this form indicating that you have read it. If you do not have computer access and require a print copy, please contact the Main Office at 518-465-4561 ext. 119.

Student Name:		_
Parent/guardian Name:		_
Grade:	Date:	_
	l and discussed the information pertaining to school viologe code of Conduct by visiting the school website www.me	-
Parent or Guardian Signa	ature	
Student Signature		