



Welcome to the Menands School District! Please complete one packet 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 more than fourteen days, 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



Menands Union Free School District
19 Wards Lane, Menands, NY 12204 | 518-465-4561 | www.menands.org

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	cvandenber@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	CYC	518-438-9596	info@colonieryouthcenter.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

For 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

Date of Request: _____

STUDENT INFORMATION

Student Name: _____

Date of Birth: _____ Grade: _____

Parent/Guardian Name: _____

Relationship to Student: _____

Last School Attended: _____

Prior School Phone: _____

Prior School Fax: _____

USE AND DISCLOSURE INFORMATION

I, the undersigned, do hereby authorize _____
{name of agency or educational institution maintaining records}

to disclose and deliver the complete education records maintained under the above name including but not limited to the following
(Please check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Grades and Transcripts | <input type="checkbox"/> Psychological & Educational Testing | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> School Health Records | <input type="checkbox"/> Special Education Records/Most Recent IEP | |
| <input type="checkbox"/> Scores (if applicable) | <input type="checkbox"/> Discipline | |

The education records checked above shall be delivered to:

Name: Menands School Registrar – Trish O’Connell

School: Menands UFSD

Address: 19 Wards Lane

Menands, NY 12204

Phone: 518-465-4561 ext. 101 **Fax:** (518) 434-2840

Preferred Method of Transmission: Email: toconnell@menands.org

I understand that the information obtained by the Menands Union Free School District will be treated in a confidential manner under provisions of the Family Education Rights and Privacy Act (FERPA). FERPA prohibits disclosure of personally identifiable information without consent except in limited circumstances.

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 prior consent for release.

Signature of parent/guardian: _____

Date: _____



PROOF OF RESIDENCE FORM

Student's Name: _____

DOB: _____

Parent/Guardian Name: _____

Physical Address: _____ City/State/Zip: _____

Own or Rent (Please Circle One)

To enroll you must reside in the Menands Union Free School District. Solely owning property or a home does not constitute residency. Proof of residency is required before a student may be registered. Post office boxes will not be accepted. You must provide at least three (3) proofs from the following list. Your name and address must be indicated on these documents and they must be current.

One From Below:

Mortgage Statement

Purchase Contract (must contain both the seller's and the purchaser's name and the address of the property to be Purchased)

Lease Agreement (must be current, legal, and valid between owner and renter, must contain the landlord's name, signature, address, and phone number.

Two Additional From Below:

Tax Bill

Driver's License

Utility Bill

Car Registration or Insurance ID

Telephone Bill

Credit Card Bill

Cable/TV Bill

This documentation will be retained in the student's file along with other required documents. Your child(ren) **will not** be admitted to the district until these forms have been received and verified.

Parent/Guardian Signature

Date

Approved by: Signature

Date



Residency Questionnaire

Date: _____

Name of Student: _____

Last

First

Middle

Gender:

- Male
 Female

Date of Birth: ____/____/____

Month Day Year

Address: _____

Phone: _____

Email: _____

The answer you give below will help the Menands UFSD determine what services you or your child may be able to receive. Under the McKinney-Vento Act, students are entitled to immediate enrollment in school even if they do not have the documents normally required 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.

**The McKinney-Vento Assistance Act of 1987 is a federal law that provides money for homeless shelter programs.*

Where is the student currently living? – Please check ONE box.

- In permanent housing
 In an emergency or transitional shelter
 In a motel/hotel
 With another family or person because of loss of housing or economic hardship
 In a car, park, bus, train, campsite, or abandoned building
 Other temporary living situations _____.

Print name of Parent, Guardian, or student

X _____
Signature of Parent, Guardian, or 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) (Name of Parent/Guardian)

child(ren), _____, reside at my property located at _____.
(Name of child/ren)

My property is the actual and only residence of the parties named, and they reside there daily, and have so resided there for ____ months.

The sole purpose of this affidavit is to confirm the residence of the parties named so that

(Name of child/ren)
can attend the Menands Union Free School District tuition-free.

I understand that the Menands Union Free School District has the right to conduct an Attendance Investigation to verify the residence of the parties named in this affidavit, including a visit to my property.

I also understand that _____ is/are not residing at my property solely for the reason of attending school within this district.

Any false statement made in this affidavit may be a crime subject to appropriate penalty as contained within the Penal Law of the State of New York.

I can be contacted at the number(s) listed below should the Menands Union Free School District require further information.

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Primary Property Owner Signature: _____

Sworn to before me this _____ day of _____, year _____



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 Relation:
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.

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

HOME LANGUAGE CODE

Language Background (Please check all that apply.)

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

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

SCHOOL DISTRICT INFORMATION:

STUDENT ID NUMBER IN NYS STUDENT
INFORMATION SYSTEM:

District Name (Number) & School:

Address:

Home Language Questionnaire (HLQ)—Page Two

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? _____

Signature of Parent or of Person in Parental Relation

Month: _____ Day: _____ Year: _____
Date

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: _____

ORAL INTERVIEW NECESSARY: No Yes

**DATE OF INDIVIDUAL INTERVIEW: _____
 MO. DAY YR.

OUTCOME OF INDIVIDUAL INTERVIEW:
 ADMINISTER NYSITELL
 ENGLISH PROFICIENT
 REFER TO LANGUAGE PROFICIENCY TEAM

NAME/POSITION OF QUALIFIED PERSONNEL ADMINISTERING NYSITELL

NAME: _____ POSITION: _____

DATE OF NYSITELL ADMINISTRATION: _____ PROFICIENCY LEVEL ACHIEVED ON NYSITELL:
 MO. DAY YR. ENTERING EMERGING TRANSITIONING EXPANDING COMMANDING

FOR STUDENTS WITH DISABILITIES, LIST ACCOMMODATIONS, IF ANY, ADMINISTERED IN ACCORDANCE WITH IEP PURSUANT TO CSE RECOMMENDATION:



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: _____ Date of Birth: _____ Home Phone: _____

Resident Address:

_____ Apt/Room # _____ City _____ State _____ Zip _____

Is this student a foster child? Yes If yes, what is the home district: _____
 No If yes, a DSS 2999 Form is required

Check box if for Transportation Only: School Registering for: _____

Previous Enrollment Information

Former Address (House #, Street, City, State, Zip, Apt #)

Has this student ever been Yes
enrolled in Menands No

Former School:

Name: _____

Address: _____

Phone: _____ Fax: _____

Has the child ever been expelled from school? Yes No

If yes, give reason: _____

Special Education Needs

Does the child receive special education services? Yes No

If so, please place a checkmark next to each service your child is receiving.

<input type="checkbox"/> 1:1 Aide	<input type="checkbox"/> Occupational Therapy	<input type="checkbox"/> Consultant Teacher	<input type="checkbox"/> Extended Test Taking Time
<input type="checkbox"/> BOCES	<input type="checkbox"/> Physical Therapy	<input type="checkbox"/> Self-Contained Classroom	<input type="checkbox"/> Classroom Aide
<input type="checkbox"/> 504 Plan	<input type="checkbox"/> Speech/Language Therapy	<input type="checkbox"/> Resource Room	<input type="checkbox"/> Declassified

Health Information

Family Doctor: _____ Hospital: _____

Health Care Facility: _____ Dentist: _____

Please list any treatments, illnesses, accidents, or allergies: _____

Student Race and Ethnicity

Please answer questions (1) and (2). Please read them before you respond

[For question (1) Select the box that best describes your child.] Select only ONE box.

1. Is the student Hispanic, Latino, or of Spanish origin? Hispanic, Latino, or Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race: Yes, Hispanic No, not Hispanic

2. Select ONE or MORE races from the following racial groups.
[For question (2) you may select all groups that apply to your child. Select at least ONE box.]

- American Indian or Alaskan Native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. E.g. Cherokee, Mohawk, Inuit.
Asian:
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian/Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Black: A person having origins in any of the black racial groups of Africa.
- White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Immigration Information

For Immigrants Only: (Must answer 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 responsible for your child in case of illness/accident and you cannot be reached

- Imperative in the event of an emergency – cannot be Parents

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: _____ Cell Phone: _____

Automated Telephone Notification

Please list 2 each: phone numbers, email addresses and cell phones for text messages

Please Note: This system cannot dial extensions. Therefore, please use numbers that will reach you directly.

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	Grade
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____

_____ M F _____
_____ M F _____

Other Information

Has family moved within past 3 years to obtain migratory employment? Yes No

- If yes, complete migrant worker form.
- Did your Child Receive Free and/or Reduced lunch in your prior school? Yes No

Internet Permission

My child has permission to use the internet at school: Yes No

Custody

Is there a custody issue? Yes No

If 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)

Is there an order of protection? Yes No

Important: 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

Parent 1

Name Prefix: Dr. Mr. Mrs. Ms. Other

Name: _____

Relationship to Student: Father Mother Step-Father Step-Mother Relative Non-Relative

Legal Guardian Yes No

Active Military Yes No

Has Custody Yes No

Can this person:	Yes	No
Receive mail about this student	<input type="checkbox"/>	<input type="checkbox"/>
Pick up this student from school	<input type="checkbox"/>	<input type="checkbox"/>
Is Active Military	<input type="checkbox"/>	<input type="checkbox"/>
Has custody	<input type="checkbox"/>	<input type="checkbox"/>

Address: _____
(If Different from Student) City State Zip

Occupation: _____ Employer: _____

Phone Numbers:

Work: _____ Cell: _____

Home: _____

Spoken Language: _____ Written Language: _____

Personal Email: _____ Work Email: _____

Parent/Guardian Information

Parent 2

Name Prefix: Dr. Mr. Mrs. Ms. Other

Name: _____

Relationship to Student: Father Mother Step-Father Step-Mother Relative Non-Relative

Legal Guardian Yes No

Active Military Yes No

Has Custody Yes No

Can this person:	Yes	No
Receive mail about this student	<input type="checkbox"/>	<input type="checkbox"/>
Pick up this student from school	<input type="checkbox"/>	<input type="checkbox"/>
Is Active Military	<input type="checkbox"/>	<input type="checkbox"/>
Has custody	<input type="checkbox"/>	<input type="checkbox"/>

Address: _____
(If Different from Student) City State Zip

Occupation: _____ Employer: _____

Phone Numbers:

Work: _____ Cell: _____

Home: _____

Spoken Language: _____ Written Language: _____

Personal Email: _____ Work Email: _____

Parent/Guardian Information

Parent 3

Name Prefix: Dr. Mr. Mrs. Ms. Other

Name: _____

Relationship to Student: Father Mother Step-Father Step-Mother Relative Non-Relative

Legal Guardian Yes No

Active Military Yes No

Has Custody Yes No

Can this person:	Yes	No
Receive mail about this student	<input type="checkbox"/>	<input type="checkbox"/>
Pick up this student from school	<input type="checkbox"/>	<input type="checkbox"/>
Is Active Military	<input type="checkbox"/>	<input type="checkbox"/>
Has custody	<input type="checkbox"/>	<input type="checkbox"/>

Address: _____
(If Different from Student) City State Zip

Occupation: _____ Employer: _____

Phone Numbers:

Work: _____ Cell: _____

Home: _____

Spoken Language: _____ Written Language: _____

Personal Email: _____ Work Email: _____