

Haywood County Schools - Student Enrollment Checklist for Guardians and Schools

North Carolina General Statute 115C-366, Board Policy A:4 and Board Policy A:14 govern student enrollment in Haywood County Schools. Students must reside with a legal guardian in Haywood County. The following items are required before enrollment may occur.

- ☐ Birth certificates are required upon enrollment into school. N.C. General Statute 115C-364 states, "The principal of any public school shall require the parent or guardian of any child presented for admission for the first time to that school to furnish a certified copy of the child's birth certificate ..." N.C. General Statute 130A-109 states, "School authorities may accept only competent and verifiable evidence as secondary proof of age, specifically including but not limited to: (i) a certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born, or (ii) a certified copy of a birth certificate issued by a church, mosque, temple, or other religious institution that maintains birth records of its members."
- ☐ Guardianship must be verified using a valid birth certificate or current court order.
- ☐ Residency must be verified using a NC Drivers License with Haywood County address. Residency is not property ownership. N.C. General Statute 115C-366 authorizes enrollment for the "domicile" where the guardian and child live.
- ☐ After guardianship and residency have been established, the specific school assignment in the district will be made. This assignment will be made at the school where the residence is located.
- ☐ If the guardian has a verifiable reassignment request authorized Board Policy A:4, that request may be made using the Pupil Reassignment Form. The following reasons are not authorized under school board policy: (1) school rules (2) personality conflicts (3) discipline matters (4) sports or other extra-curricular participation (5) class or course assignment (6) class or course design (7) class schedules (8) personal preferences, etc.
- ☐ If the guardian lives in a neighboring county and has a work-related childcare hardship, this is governed by Board Policy A:14 and A:4. Guardians must receive a release from the "home" district before enrollment can be considered. After students are released from the "home" district, Board Policies A:14 and A:4 will be used to determine if enrollment in Haywood County Schools is granted. The local Pupil Reassignment Form will be used to process requests.
- ☐ Student discipline and felony convictions must be verified (Admission Affidavit or other procedures as deemed appropriate). Enrollment will be denied for felony convictions, active suspensions or expulsions from other schools.
- ☐ School enrollment officials should determine if the guardian is also seeking enrollment for other dependents in other schools in the district. Schools should notify each other when there appear to be multiple enrollments. This information will help improve consistency when documenting residency and guardianship.

Questions not covered in this checklist may be addressed in G.S. 115C-366, Board Policy A:4, or Board Policy A:14. Unusual questions should also be referred to Dr. Nolte or Dr. Garrett.

Office Use Only	
Student #	Entry Code
Entry Date	Homeroom
Grade	Dip. Cat.
9 TH Grade Entry Date	

Tuscola High School Registration

Basic Information

Date:

Student's DL # _____ Student's Social Security # _____ - _____ - _____ Grade Enrolling _____

Name: Last _____ First _____ Middle _____ Called by _____

Sex: Male Female Date of Birth _____ Birth Place: City _____ State _____ Country _____

(Circle) Ethnicity Choices: Hispanic Non-Hispanic (Circle) Race: White Black American Indian Asian Hawaiian/Pacific Islander

Students Physical Address: _____ City _____ Zip Code _____

Students Mailing Address: _____ City _____ Zip Code _____

Family Information

Student Resides with: Mother & Father Father & Stepmother Mother & Stepfather Mother Only Father only Legal Guardian Other (explain) _____

Mother/Stepmother Name: _____ Home Phone _____ Highest Level of Education _____

Employer _____ Work Phone _____ Cell Phone _____ Email _____

Father/Stepfather Name: _____ Home Phone _____ Highest Level of Education _____

Employer _____ Work Phone _____ Highest Level of Education _____

Guardian/Other Name _____ Home Phone _____ Highest Level of Education _____

Transportation Information

Student will be transported by: AM: Bus Car Walk PM: Bus Car Walk

Bus Number student assigned to: _____ In the event school is dismissed early, your child needs to know what to do!

Medical Information *****

Family Doctor _____ Phone Number: _____

DOES THIS STUDENT NEED TO TAKE A PRESCRIPTION MEDICATION DURING SCHOOL HOURS? _____

(If yes, you need to complete a mandatory medication release form through the office)

Continued on the reverse side

Emergency Contact Information

In case of an emergency the parents will be the first notified, but when a parent/guardian cannot be reached, we need two others who will be able to make decisions and pick up your child.

First Name _____ Last Name _____ Home Phone _____ Work Phone _____
Cell Phone _____ Relationship to student _____

First Name _____ Last Name _____ Home Phone _____ Work Phone _____
Cell Phone _____ Relationship to student _____

Other Information

Our family is currently living: In a home of our own With a relative Other (Please explain)
Explain other _____

Has this student been enrolled in another school during this school year? Yes _____ No _____
If yes, what is the name of the school? _____

How many total days has the student been absent from school this year? _____

Has this student EVER been enrolled in a school in Haywood County? Yes _____ No _____

If Yes, Please list the school and when enrolled _____

Please list schools attended in the following grades:
3rd _____ 4th _____ 5th _____ 6th _____ 7th _____ 8th _____

Does your child require any special programs? (AIG, Special Education, Remediation, Counseling, Etc.) Yes _____ No _____
If Yes, please explain _____

Are the parents/guardians employed in temporary agriculture work? Yes _____ No _____

I verify that I am the Legal Parent/Guardian of the student and that all of the information on this enrollment form is correct!

Parent/Guardian Signature _____ Date: _____

Annual Student Health History Update/ TUSCOLA HIGH SCHOOL (2013-14)

Student's Full Name: _____ Date of Birth: _____ Grade: _____ Homeroom Teacher: _____

Parent's Name: _____ Phone Numbers: _____

Address: _____ Student's Doctor: _____ Phone #: _____

Email Address: _____ Emergency Contact: _____ Phone #: _____

Bus Rider: # _____ Car Rider: _____ Driver: _____ After-School Program: _____

☐ My Child does not have any medical conditions at this time
☐ My Child has the following conditions checked (✓) below

☐ LIFE THREATENING ALLERGIES THAT REQUIRE EMERGENCY MEDICATION AT SCHOOL

IBES: _____
 FOOD: _____
 MEDICATION: _____
 OTHER: _____
 Medication for LIFE THREATENING ALLERGIES: _____
 Epi-Pen: _____ Benadryl: _____

☐ ASTHMA THAT REQUIRES INHALER AT SCHOOL TYPE OF INHALER: _____

☐ DIABETES Does your child use an Insulin Pump? _____
 TYPE 1: _____ Is your child on any other medication for DIABETES?
 TYPE 2: _____ (Please attach list of medications/ diabetic orders from Physician)

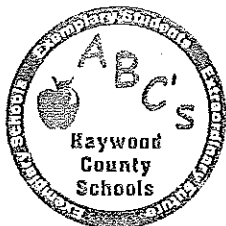
☐ EPILEPSY/SEIZURES How often does your child have a seizure? _____ Is your child on medication for SEIZURES?
NOT RELATED TO FEVER At home? _____ At school? _____

☐ HEART DISEASE What condition does your child have? _____

☐ PHYSICAL DISABILITY Please describe any physical disabilities & limitations _____

☐ OTHER HEALTH PROBLEMS
 (Please be specific, if need more room, please use other side of paper)
 Attach any medical documentation to this sheet. Medical documentation must be updated every year.

**Parent must supply school with any medicines the child needs. PARENT MUST BRING MEDICINE TO SCHOOL IN ITS ORIGINAL CONTAINER. Written permission and instructions for giving medications must be on file at the school. Forms are available in the school office. Your signature confirms the above information is accurate and can be used by the school system and the school nurse to update your child's health record. Your signature gives the school nurse permission to transfer school immunization records to the state Immunization Registry. It also gives the school nurse permission to perform MINIMAL screening (blood pressure, temperature, etc) and first aid (using ice, antibiotic ointment, hydrocortisone, Chloraseptic throat spray, Orajel, bandages, etc as needed) on your child in the event of illness or injury at school. Emergency Action Plans will only be written for students who have all appropriate forms, documentation, and medications at school.



STATE OF NORTH CAROLINA

COUNTY OF HAYWOOD RE: _____
(Student's Name)

HAYWOOD COUNTY SCHOOLS

ADMISSION AFFIDAVIT OF PARENT/LEGAL GUARDIAN

I state under oath that the following facts are true and correct:

1. My name is _____
2. My street address is _____
3. My telephone number is _____ (home) _____ (work)
4. I am the [parent/legal guardian] (circle one) of the student listed above, and request that this student be admitted to HAYWOOD COUNTY SCHOOLS.
5. Previous school (school name) enrolled _____
School address _____
City _____ State _____
6. This student [is/is not] (circle one) currently under a term of suspension or expulsion from attendance at a public or private school.
7. This student [has not been/has been] (circle one) convicted of a felony.
8. I understand that if the information in this admission affidavit is false, the student shall be removed from the assigned school and/or Haywood County School System.

Parent or Legal Guardian of Student

Sworn to and subscribed before me this _____ day of _____, 200____

Notary Public

My commission expires _____



HOME (PRIMARY) LANGUAGE SURVEY

To the ADMINISTRATOR: this survey is to be administered once to every student enrolled in your local unit. If the answer to any one of the questions asked is a language other than English, the student will need to be reported on the Home Language Survey Summary and will need to be assessed further for appropriate placement and English language assistance. It is recommended that a copy of the Home Language Survey be placed with the student's permanent record. Home (Primary) Language Surveys are available in some other languages from the local ESL office. If a student and teacher cannot complete this form, additional assistance may be needed from a translator.

STUDENT _____ DATE _____

GRADE _____ GENDER _____ DATE OF BIRTH _____

SCHOOL _____

HOMEROOM TEACHER _____

1. What is the first language this student learned to speak? _____
2. What language does this student speak most often? _____
3. What language is most often spoken in this student's home? _____
4. Does this student speak any language other than English? Do not include languages learned only at school.
_____ No _____ Yes If yes, please list the language(s) _____

5. How many years of schooling has this student had in the United States? _____

6. Was the child born outside of the United States? _____ If yes, where? _____

If a language other than English is indicated on this form, the student may be assessed with NC's mandated English Proficiency Test.

If a language other than English is indicated on any answer, please forward a copy of this form as soon as possible to the ESL Department at Central Office.

EVALUACION DEL ESTUDIANTE EN SU IDIOMA PRINCIPAL
SPANISH HOME (PRIMARY) LANGUAGE SURVEY

FECHA _____

NOMBRE DEL ESTUDIANTE _____
(Apellido) (Primer Nombre) (Segundo Nombre)

GRADO _____ GENERO _____ F de NAC. _____

ESCUELA _____

MAESTRO(A) OFICIAL _____

1. ¿Cuál es el idioma natal del estudiante? _____
2. ¿Qué idioma habla el estudiante más frecuentemente? _____
3. ¿Qué idioma habla el estudiante en su casa? _____
4. ¿Habla el estudiante otro idioma además del inglés? (No incluya los idiomas aprendidos solo en la escuela.)
_____ No _____ Sí ¿Cuáles son? _____

5. Cuantos años de escuela a tenido en los Estados Unidos? _____
6. En que pais nació? _____

Si indica una lengua a demas de ingles, el/la estudiante puede ser examinado con la examen de aptitud.

If a language other than English is indicated on any answer, please forward a copy of this form as soon as possible to the ESL Department at Central Office.