KINDERGARTEN ENROLLMENT PACKET

Student Name:	
PARENT CHECKLIST:	REQUIRED DOCUMENTS
Picture ID of Parent /	Guardian
Birth Certificate	·
Immunization / Healtl	h Records
Court Order / Custody	y Agreement
documents as proof of res	it or Guardian must provide two (2) current sidence. Acceptable Documentation – reflecting address (not Post Office Box) – Includes, but is
Property Tax Assessment,	Lease Agreement, Mortgage Statement, Utility ency Affidavit if living with another family.
returned to the school durin	forms and all required papers listed above should be ng kindergarten registration. Kindergarten registration will arch 23rd. No child will be enrolled in kindergarten mandatory documents:
Parent Questionnaire	
Home Language Surv	
Student Health Histor	
Kindergarten Session	
	/ Kindergarten Information
Release of Records	, Amacigarter information



Auburn Village School Student Information and Emergency Dismissal Form

Student Information				
First:	Middle:		l aet·	
		Phone:	Primary I	Email:
Physical Address:			- Timary	
Mailing Address:				
Siblings at Auburn Village School:				
Name:	Grade:	Name:		Grade:
Name:	Grade:			
Transportation	A STATE OF THE PARTY.			
Bus #: Comr	nuter: Yes / No N	Notes:		
Parent / Guardian Information	n e e e e e e e e e e e e e e e e e e e	director re		· (10年) [10] [10] [10] [10] [10] [10] [10] [10]
Parent/Guardian 1:			Relationship to Child:	Mother / Father / Legal Guardian
Home Phone:			,	
Address (If different):			E-mail Address:	
Place of Employment:				Work Phone:
Parent/Guardian 2:				Mother / Father / Legal Guardian
Home Phone:			rtelationship to Child.	Mother / Father / Legal Guardian
Address (If different):			F-mail Address:	
Place of Employment:		*	L-man Address.	
Custody				WORT HOLE.
materials we have not seen. Emergency Information				
Contact 1:	Relationship:	Ph	one 1:	Phone 2:
Contact 2:	Relationship:	Ph	one 1:	Phone 2:
Contact 3:				Phone 2:
Contact 4:	Relationship:	Ph	one 1:	Phone 2:
Emergency Dismissal				
In case of an emergency dismiss Bused to an evacuation site to be automatically be bused to an eva	e bicked up hv vou <i>Note</i>	e. All children	second arada or lower	without eiblings will
Please circle one of the following:	To Home / To Neigh	bor / To Evacuation	on Site	Bus #:
Neighbor Name:	Address of Neigh	nbor (if applies):		
Other Information				
Ethnicity (Please check all that app				
White/Caucasian	Hispanic/	American Indian/	laskan Native	Native Hawaiin/Pacific Islander
Black/African American	_ Asian			·····-
Is a language other than English sp	oken in the home:	Yes / No	lf so, wha	t language:
Does your child have an Individual	Education Plan (IEP) or 5	04 Plan (circle	all that apply):	IEP / 504 / None
Parent/Guardian Signature:			Data	
My signature indicates that the above			Date.	

	-		

Parent Questionnaire

Parental input is an important factor in the appropriate placement of incoming students. Thank you for your careful completion of this form. Child's Name _____ (Nickname) ____ Date of Birth Parent's Name ______ Please list, in order, the first and last names of all the children in your family, including any stepchildren who live in your household. Include the child you are registering today so that we may see where he/she fits in the family. (oldest to youngest, please) Were there any difficulties during the pregnancy or birth? Is your child sick often? _____ Does your child receive any pre-school services? _____ OT ____ Speech ____ PT ___ Counseling Where does your child reside? _____ Both Parents _____ Mother ____ Father ____ Step Parent _____ Grandparent _____ Shared Custody If other than residence with parents, please explain? __________________________ Is there a current court order or custody agreement? ______ How does your child respond to new situations? Has your child attended pre-school and/or kindergarten? _____ Which of the following best describes your Child? Check all that apply. ____ Unsure _____ Confident _____ Dresses Self _____ Worrier _____ Active _____ Can Zip _____ Quiet _____ Organizes Self _____ Can Tie Shoes _____ Talkative _____ Easygoing _____ Organizes Material

_____ Organizes Others

Home Language Survey

School:		District:	Date:	
Student Information	!			
First Name	Middle	Last Name	Date of Birth	Gender
Country of Birth	Dat	e of entry in U.S.	Date first enrolled in U.S. School	Grade
Family Information:				
Name of parent/lega	l guardian		Address	
Phone Number			Please translate school notices in (Langua	ge)
Questions for Parent	s/Guardians	<u>s:</u>		
Please list all languag	es spoken in	your home:		
Which Language did	your child fir	st hear or speak?		
If English is the only the questions:	language list	ed, stop here. If a	another language is listed, please answer	the rest of
Which languages(s) d	lo you speak	to your child?		
Which language(s) do	oes your chil	d speak at home w	vith adults?	
Which language(s) do	oes your chil	d speak at home w	vith other children?	
child to find out if he to you within 30 days	or she can s s. Based on t	peak, understand, the results of the t	n English is listed above, an ESOL teacher read, and write well in English. The results est, your child may be eligible to enroll in a may accept or decline ESOL program servi	s will be sent an English
Instructions for surve	ey administr	ator:		
Please provide an int	erpreter wh	en necessary.		
			please contact the ESOL teacher and prov teacher:	

File original Home Language Survey in student's cumulative folder.



Auburn Village School

Student Health History

Please complete and return to the School Nurse to assist us in meeting your child's needs.

Stud	ent's	Nam	e:			Birth date:
Sex:	M	F	Entering Grade:	Parent's name	s:	
Prim	ary E	Iealth	Care Provider:	•		
Dent	ist:_					
Pleas	e cir	cle th	e appropriate number i	f any of the follow	ving co	nditions apply to your child and give a brief information may be given on the reverse side
03 A 04 A 05 A 06 A 07 A 08 A 09 A 10 B 11 B 12 B 13 C 15 C 16 C 17 C	Illerg Illerg Illerg Illerg Inthii Isthm Isthm Ilood I	y-Me y-Pol y-Un ia tis (R ia-Mi ia-Rec Defec Diso Prob r/Leu ral Pa Blind Fibro es	quires Medication t (Chromosomal Disor rder d Products (Religious l lems kemia lsy ness	der) Exclusion)	27 28 29 30 31 32 33 34 35 36 37 38 39 40 41	Hyperactivity (Requires Medication) Kidney Disease Medication Prescribed Menstrual Cramps (Severe) Migraine Headaches Muscular Dystrophy Nosebleeds (Frequent) Osgood-Schlatter Disease Physical Activity Limitation (Requires Physician's Note) Rheumatic Fever History Scoliosis Sickle Cell Anemia Speech Problem Surgery Tuberculosis Other No Known Health Problems
20 E ₁ 21 E ₁ 22 E ₂ 23 G	ndoci pilep czem rowti	rine I sy/Se a/Per h Dis	Disorder izures sistent rash order se/Defect/Murmur			
Hac v	/OUT 6	skild I	and the chieleonness V	Zog No	Ţ	f voc. please give date

Has your child had a professional eye exam? Ye	es No Date of last exam
Doctor's Name:	
Does he/she wear glasses?	All the time?
Any other problems with vision?	
Has your child had any hearing problems?	
·	
	Address:
	ill in place?
Does your child take any regular medication, incl	luding over the counter medications?
Please list medications:	
Parent/Guardian Signature	Date
	all the School Nurse at 483-2769 ext. 227 Thank you
	· · · · · · · · · · · · · · · · · · ·
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ASD File: JLCD-R/JLCE-R

AUBURN VILLAGE SCHOOL HEALTH SERVICES ANNUAL HEALTH INFORMATION UPDATE

Your child's health and safety is of utmost concern to the school staff. It is essential that the school nurse be notified when a child is diagnosed with an allergy or other medical condition or begins taking medication at home. Please call the school nurse whenever you have a concern or new information relative to your child's health and safety.

Student's Name:	Birth I	Date: G	rade/Teacher:
Allergies (to food, insect stings, m	eds, etc.):		
Reaction/symptoms:			
Medical concerns, please check a Asthma Diabetes _ Urinary or Kidney condition Attention Deficit Disorder (A Frequent ear infections Bowel problems Fre Has your child had any illness or inj	ny that apply: Seizures Skin problems ADD/ADHD) Fr Hearing problems quent stomachaches	Head injury 5 Depression equent headaches Vision prob Frequent no	Heart condition Anxiety Other lems sebleeds
Indicate the dates of any immuniza Tetanus (Tdap) MM (Chickenpox) Please follow-up with writte	IR Hepa	ntitis B	t year. _ Varicella
Have there been any changes in yo or send a confidential note?	ur family and/or probl	ems you wish to sh	are with the school? Feel free to cal
Explain any physical limitations or accommodate your child's health or	r disability your child safety.	has and any mo	dification or restriction necessary t
Medical aids: glasses/contacts			
other If other, please exp	olain:		
Medications: please contact school			
			reason
			reason
			reason
	dosage	time	reason
Physician's Name:			Tel #:
I understand that tI would like more i	here may be times th nformation about low	e nurse may need t cost health insuran	o speak with our physician. ce for my child.
Parent/Guardian Signature:			Date:

-		

ASD File: JLCD-R/JLCE-R

Auburn Village School Parental Permission Form for Over-The-Counter Medications

Dear Parent/Guardian:

The New Hampshire School Nurse is a Registered Nurse who manages School Health Services to facilitate and strengthen the educational process for all students within the school setting. Although not encouraged, I realize that Over-The Counter (OTC) medications are sometimes appropriate and, in fact, necessary. Under the NH Department of Education administrative rule, Ed 311.02, parents may give <u>written permission</u> for a child to receive short-term OTC medication at school. A new form must be completed each year.

The decision to administer such medication/treatment is that of the School Nurse. Please understand that these will only be administered to relieve symptoms of occasional pain and/or discomfort and should not be used as a substitute for chronic health problems or to keep an ill child in school.

If your child seems to need any of these medications more often than occasionally or I have concerns regarding the use of any of these medications, I may request that you have a health care provider's evaluation and authorization to continue giving the medication. You may be asked to provide a supply for your child as well; all medications must be delivered to school by an adult in the original container. Any medication left at the end of the year will be disposed of within one week of the end of school.

Below is a list of over-the-counter items available in the Health Office. Any other item must be supplied by the parent (original container, delivered by an adult). Please check those items that you authorize your child to receive:

Oral medicat	ons			·
[] [] []	Benadryl e Antacid ta Chlorasep	ophen (generic Tylenol), tablets dosage (generic Advil/Motrin) tablets dosage elixir/tablets, dosage by age/weight fo ablets (chewable) tic type spray for minor sore throat ops	by age/wei	iaht
Topical medi	cations for fire			
	□ Hydrocor □ Antibiotic □ Sting-kill	/Caladryl lotion tisone cream : ointment (such as Bacitracin) insect bite swabs (Benzocaine 6%) nd Burngel		
Other (paren	s must suppl	y):		
Thank you fo Ellen Wareck School Nurse	r your cooper , APRN MS	ration,		
□ My d	nild has no kr	nown allergies. to:		
		(parent/guardian)		Date:
Print Name:				Relationship:

,		

ASD FILE: JECD

Auburn Village School

Kindergarten Session Request

Student			
I am requesting my child (please circle one)	be placed in the 1	following kin	dergarten session:
АМ	PM	or	DOES NOT MATTER
	Address: (please		
Daytime phone #:			
Parent/Guardian Signatu	ure		Date

Requesting a specific session does not guarantee placement in that session.

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AUBURN VILLAGE SCHOOL AUBURN, NEW HAMPSHIRE 03032

School personnel at Auburn Village School would like permission to contact your child's kindergarten/day care center in order to obtain additional information about your child to plan his/her education program. Please check the appropriate line.

	(kindergarten/day care center)
	(street)
(town)	(state) (zip code)
to release any pertinent in	nformation about my child.
not give my permission for th	ne release of information.
child did not attend kindergar	ten/day care center.
Name of child:	y
Date of Birth:	
Home Address:	
	3)

		(8)
		•
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Auburn School District

AUBURN SCHOOL BOARD School Administrative Unit No. 15 90 Farmer Road Hooksett, NH 03106 Telephone 603-622-3731

Superintendent Charles P. Littlefield, Ed.D.

Assistant Superintendent Marge Polak

Business Administrator Karen F, Lessard

AUBURN VILLAGE SCHOOL 11 Eaton Hill Road Auburn, NH 03032 Telephone 603-483-2769 www.auburn.sau15.net

Principal Lori Collins

Assistant Principal Michel O'Rourke

Director of Student Services Deena Jensen

Instructional Coach Cheryl Lynch

AUTHORIZATION TO RELEASE STUDENT RECORDS

Date:	
Previous school:	
Previous school's address:	
Student Name	, born on D. O. B.
has enrolled in our school. He/She is enrolled in grade	, effective
Please send a copy of all records, including transcribealth records, test results, special education information concerning this student.	ipts of grades, attendance, mation, and all pertinent
Thank you for your cooperation.	
Respectfully,	•
Lori Collins Principal	
I hereby authorize theall educational records pertaining to my child to the An	School to release uburn Village School.
Parent/Guardian Signature	Date

AUBURN SCHOOL DISTRICT ASSIGNMENT OF KINDERGARTEN PUPILS TO CLASSES

A Kindergarten program is offered by the Auburn School District. Parents are not required to send their children to Kindergarten.

- 1. Assignment of kindergarten pupils to morning or afternoon sessions.
 - a. As part of the registration process parents/guardians will indicate, on a Session Request form, which session they prefer to have their child attend. Requesting a specific session does not guarantee placement in that session.
 - b. After the initial registration period (approximately one month in the spring) of all kindergarten pupils, requests for sessions will be honored as follows:
 - I. Children with special needs will be placed in sessions first in order to provide appropriate services linked to their Individual Education Plans (IEPs).
 - II. Should there be an unequal number of session requests, the session with the least amount of requests will be processed first.
 - III. In order to insure parity of class size, administration will determine how many children need to be transferred from the remaining session.A lottery-type system will be used to randomly select the number of children to be assigned to the other session.
 - IV. The order of selection will be recorded and a waiting list will be automatically generated. In the event of an opening in the preferred session, pupils will have the opportunity to change according to the order of selection.
 - V. When there are multiple siblings who are registering, they will be able to attend the same session. Final classroom placement in these situations will be made after consultation with the parent/quardian.
- 2. As soon as assignments have been made for all kindergarten pupils following registration, all parents/guardians shall be notified in writing, through the mail, as to the session their child will be attending in the upcoming school year, and the hours of the session. If the requested session was not available, the letter will also contain the order on the waiting list.

ASD FILE: JECD

- 3. As additional kindergarten students register, requests will be honored if the session becomes available.
- 4. The balance of class size will be maintained with the registration of additional students occurring after the initial registration period.

Requests for session changes after the start of the school year will be added to the existing request list.

Adopted: April 8, 2008

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ASD File: JFA

AUBURN SCHOOL DISTRICT RESIDENCY

Residency for the purpose of enrollment in a district school shall be defined by RSA 193:12.

Legal Residence of Pupils

The new law defines a student's legal residency, in the case of a minor, legal residence is where his/her parents reside, except that:

- 1. If the parents live apart and are not divorced, legal residence is the residence of the parent with whom the child resides.
- 2. In a divorce decree where parents are awarded joint legal custody, the legal residence of a minor child is the residence of the parent with whom the child resides. If a parent is awarded sole or primary physical custody by a court of competent jurisdiction in this or any other state, legal residence of a minor child is the residence of the parent who has sole or primary physical custody. If the parent with sole or primary physical custody lives outside the state of New Hampshire, the pupil does not have residence in New Hampshire.
- 3. If the minor is in the custody of a legal guardian appointed by a New Hampshire court of competent jurisdiction or a court of competent jurisdiction in another state, territory, or country, legal residence is where the guardian resides. If the Department of Health and Human Services has been appointed legal guardian, the residence of the minor is where the child is placed by the department or the court. Legal guardianship shall not be appointed solely for the purpose of allowing a pupil to attend school in a district other than the district of residence of the minor's parent or parents.

Legal resident of a school district means a person who lives in a district and who, if temporarily absent, demonstrates an intent to maintain a principal dwelling place in the school district indefinitely. A married person may have domicile independent of the domicile of his/her spouse. A person may have only one legal residence at a given time.

Adopted: November 14, 2000 Statutory Reference: RSA 193:12

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ASD File: JFAB

AUBURN SCHOOL DISTRICT ADMISSION OF NONRESIDENT STUDENTS

I. For those persons in the process of moving into Auburn

To temporarily accommodate parents who are not residents of Auburn, who are in the process of moving into Auburn who wish to have their child(ren) attend the Auburn school district, the following shall apply:

- A. There will be no tuition charged if the parent establishes residency in Auburn on or before the thirtieth (30) school day following the enrollment of the child(ren) into the Auburn school district.
- B. The Superintendent must approve the application to enroll a nonresident child(ren) into the Auburn school district if the enrollment extends beyond thirty (30) school days from the initial day of entry into school. The Superintendent will evaluate the situation and take the following action:
 - 1. Require payment of tuition;
 - 2. Require the child(ren) to be removed from school;
 - 3. Or take any other action the Superintendent deems appropriate.
- C. The parent must provide transportation at his/her expense to transport the child(ren) to school until such time as the parent establishes residency in Auburn.

II. For those persons in the process of moving out of Auburn

To temporarily accommodate parents who are in the process of moving out of Auburn who wish to have their child(ren) continue to attend the Auburn school district the following shall apply:

- A. There will be no tuition charged if the parent withdraws his/her child(ren) from the Auburn school district on or before the thirtieth (30) school day following the move of the parent out of the Auburn School District.
- B. The Superintendent must approve the application to permit a nonresident child(ren) to remain enrolled in the Auburn school district if the enrollment extends beyond thirty (30) school days from the date on which the parents moved out of Auburn. The Superintendent will evaluate the situation and take the following action:
 - Require payment of tuition;
 - 2. Require the child(ren) to be removed from school;
 - 3. Or take any other action the Superintendent deems appropriate.

ASD File: JFAB

C. The parent must provide transportation at his/her own expense to transport the child(ren) to school.

III. Admission of Nonresident Students

- A. It is the policy of the Auburn School Board not to accept students into the Auburn school system who are not legal residents of the Auburn School District.
- B. This policy applies to all students from kindergarten through graduation from high school.
- C. The only exceptions to this policy will be for those persons in the following situations:
 - 1. Those persons in the process of moving into Auburn see I above.
 - 2. Those persons in the process of moving out of Auburn see II above.
 - 3. Those persons from other school districts in New Hampshire who are under a reciprocal agreement with the Auburn School District, who are placed in special education classes in the Auburn school system, the tuition is paid by the sending school district in accordance with RSA 186-C:13.

Proposed: September 11, 1986
Adopted October 9, 1986
Adopted: September 14, 1989
Adopted: November 14, 2000
Reviewed: January 13, 2009
Povised: May 12, 2011

Revised: May 12, 2011 Revised: January 12, 2016 <u>Legal References</u>: RSA 186-C:13, RSA 193:3

RSA 193:12