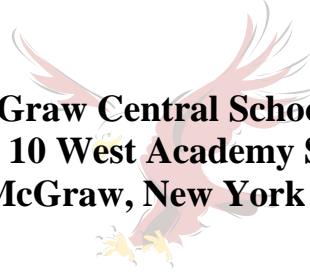


McGraw Elementary School
Grades PK-5
Susan Prince, Principal
Phone: (607) 836-3650



McGraw Central School District
10 West Academy Street
McGraw, New York 13101

McGraw High School
Grades 6-12
Mark Dimorier, Principal
Phone: (607) 836-3601

RECORDS REQUEST FORM

Date: _____

To: (Name of School Transferring from) _____

(School address) _____

According to the Final Regulations-Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1977, it is not necessary to obtain written consent to release records between schools. It states that school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without a written consent for such release. However, we do strive to provide such consent whenever possible.

As a parent/guardian of the child(ren) named below, I hereby consent that all pertinent records be forwarded to the McGraw School District as indicated.

Name of Parent/Guardian (please print) _____

Signature of Parent/Guardian _____

The following student(s) has/have registered in the McGraw School District:

Name	Grade	Date of Birth
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___

- Please send any and all academic, health records including immunization and physical, and birth certificate to:
- | | |
|---------------------------|----------------------------|
| McGraw Elementary School | McGraw Jr./Sr. High School |
| 10 West Academy St. | 10 West Academy St. |
| McGraw, NY 13101 | McGraw, NY 13101 |
| Or Fax to: (607) 836-3609 | Or Fax to: (607) 836-3635 |

Please indicate if an IEP or 504 Plan has been developed. If this student is transferring during the school year, please also include grades at time of transfer and most recent report card.

- Please send all *Committee on Special Education* and/or psychological records to:
- McGraw Central School District
ATTN: Director of Special Education
10 West Academy St.
McGraw, NY 13101
Or Fax to: (607) 836-3609

We appreciate your assistance and thank you in advance for your expedience in forwarding these records.

MCGRAW SCHOOL DISTRICT

ENROLLMENT FORM

Student Name _____ Date of Birth _____ Male Female
Home Phone Number _____ Grade _____
Mailing Address _____
Street Address (if different than above) _____
Is this child enrolled as a result of Foster Care Placement? No Yes, County of _____

HOUSEHOLD INFORMATION:

Student resides with...? Mother Father Step parent other guardian(s)
Is there legal custody documentation the school should be aware of? No Yes (provide copy)
Parent/Guardian #1 _____ Relationship to child _____
Employer _____ Occupation _____
Work Phone Number _____ Work Hours _____ Cell Phone Number* _____
 Check if you don't want emergency information/events from the school sent to you via text message
E-mail Address* _____
 Check if you don't want events from the school sent to you via e-mail

Parent/Guardian #2 _____ Relationship to child _____
Employer _____ Occupation _____
Work Phone Number _____ Work Hours _____ Cell Phone Number* _____
 Check if you don't want emergency information/events from the school sent to you via text message
E-mail Address* _____
 Check if you don't want events from the school sent to you via e-mail

<u>Brothers</u>	<u>Birthdate</u>	<u>Sisters</u>	<u>Birthdate</u>

Parent/Guardian NOT LIVING IN THE HOUSEHOLD:

Should correspondence from school be sent to this person? Yes No
Name _____ Home Phone Number _____
Mailing Address _____
Employer _____ Occupation _____
Work Phone Number _____ Cell Phone Number _____
E-mail Address _____
 Check if you don't want events from the school sent via e-mail

Does your child have a Section 504 Plan? Yes No

Does your child have an IEP (Individualized Education Program)? Yes No

Please check any services your child is currently receiving:

- Remedial Math Remedial Reading AIS (Academic Intervention Service)
 Counseling Resource Room Occupational Therapy (OT)
 Speech Physical Therapy (PT) Special Education Class
 Other _____

Optional: Ethnicity: Hispanic Not Hispanic

- Race: American Indian/Alaskan Native
 Asian
 White
 Native Hawaiian/Other Pacific Islander
 Black or African American

⇒ Proof of Age for students, most commonly a birth certificate, is required for entrance to school.

⇒ Proof of Residency in the McGraw Central School District is required within 3 days of student entrance into school. Parents/Guardians are asked to provide 2 proofs of residence (if possible). Examples include: Lease or deed, landlord's statement, homeowner's or renter's insurance policy, bank statement, utility bill, selective service card or voter registration form.**

Date	Parent/Guardian Signature	Parent/Guardian #2 Signature
------	---------------------------	------------------------------

(Your signature indicates that the information on this form is true and that your consent has been given for the various items contained on this form. Failure to provide accurate information may result in delays or denial of enrollment or later revocation of enrollment.)

**A more complete list of documents the District will consider as well as procedures and instructions for enrollment is posted on the District's website and is also available from the Elementary or High School Offices in printed form.

It is the responsibility of the parent/guardian to keep the information on this form up to date by notifying the school, in writing, of any changes.

INSTRUCTIONS FOR COMPLETING THE ENROLLMENT FORM – RESIDENCY QUESTIONNAIRE

Purpose of the Enrollment Form - Residency Questionnaire

All LEAs are required to identify students experiencing homelessness. Additionally, all LEAs that receive Title I funds must ask enrolling students about their housing status. SED encourages all LEAs regardless of whether they receive Title I funds to do the same. To collect this information, LEAs may:

1. Use the Model Enrollment Form - Residency Questionnaire attached here,
2. Update/modify the Model Enrollment Form - Residency Questionnaire to address the needs of the LEA, or
3. Incorporate the housing status question from the Model Enrollment Form - Residency Questionnaire into the LEA's Enrollment Form or other documents already used by the LEA during the enrollment process.

If an LEA elects the third option and incorporates the housing status question into the LEA's Enrollment Form, the LEA should take steps to ensure that a student's housing status does not become a part of the student's permanent record, because of the sensitive nature of this information. Please see the section titled "Confidentiality" (below) for information about how and when housing information may be shared within the LEA.

Who should fill out the Enrollment Form - Residency Questionnaire?

A Enrollment Form - Residency Questionnaire should be filled out for all students enrolling in school and for all students who have a change of address in grades preschool-12. Preschool includes any LEA program for 3-5 year olds, such as pre-k, Head Start, or Even Start. The Form - Questionnaire should be completed by the student's parent, person in parental relation, or in the case of an unaccompanied youth, by the student directly.

Confidentiality

Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student's educational needs are met. To this end, LEAs may share a student's completed **Enrollment Form - Residency Questionnaire** with LEA personnel such as:

1. the LEA liaison,
2. the registrar,
3. the student's teachers, and/or guidance counselor, and
4. the LEA staff member responsible for reporting data to SED

However, this information should only be shared with the above staff members to the extent that it will enable them to better meet the educational needs of the student in question and to fulfill reporting requirements mandated by SED.

Other than the above uses, housing information **should be kept confidential** and generally **should not be shared** with other LEA/school personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs are also encouraged to seek out ways of preventing Enrollment Form - Residency Questionnaires and housing information from becoming a part of a student's permanent record.

Discussing the Enrollment Form - Residency Questionnaire with Students and Families

In reviewing the Enrollment Form - Residency Questionnaire with parents, persons in parental relation, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

1. The right to stay in the same school the student had been attending before losing his/her housing or the last school attended (both known as the school of origin),
2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally for enrollment,
3. Transportation services if the student continues to attend the school of origin,
4. Categorical eligibility for Title I services if offered in the LEA,
5. Categorical eligibility for free meals if offered in the LEA, and
6. Access to services provided with McKinney-Vento funds if available in the LEA.

The LEA should also ensure that the parent, person in parental relation, unaccompanied youth is aware that the student's housing status will be kept confidential and will only be shared with those LEA staff responsible for providing services to the student and those responsible for keeping track of how many students are identified as living in temporary housing in the LEA.

LEAs are advised to explain to parents that if a parent claims that her/his child is living in temporary housing, and the LEA wishes to conduct an investigation to verify this information, the LEA may conduct a home visit. However LEAs **cannot contact a landlord or building superintendent** to verify a student's housing status. Contacting a landlord or building superintendent may be a violation of FERPA, a federal law, and may put the family at risk of losing its housing. If the student is living in a doubled up situation, it may also lead to loss of housing for the primary tenants.

If the Parent, Person in Parental Relation, or Unaccompanied Youth Declines to Fill Out the Enrollment Form - Residency Questionnaire

If the parent, person in parental relation, or unaccompanied youth declines to complete the Enrollment Form - Residency Questionnaire, the LEA should note on the form that the parent, person in parental relation, or unaccompanied youth declined to provide the information requested.

Completing the Form

If a parent, person in parental relation, or unaccompanied youth enrolling in school indicates that a student is living in one of the five temporary housing arrangements, the school may not require proof to verify where the student is living before enrolling the student. The five temporary housing arrangements are listed below:

1. In a shelter,
2. With another family or other person (sometimes referred to as "doubled-up"),
3. In a hotel/motel,
4. In a car, park, bus, train, or campsite, or
5. Other temporary living situation.

After the student is enrolled and attending classes, the school or LEA is permitted to verify the student's housing arrangements. However, the student must first be enrolled in school. Again, LEAs **cannot not contact a landlord or building superintendent** to verify a student's housing status. (See above for more information.)

Definitions of Temporary Housing Arrangements

"With another family or other person" (also referred to as "doubled-up")

LEAs should be aware that students who are sharing the housing of others are eligible for services under the McKinney-Vento Act and State law, if sharing housing is due to loss of housing, economic hardship, or a similar reason.

"Other temporary living situation"

In addition to the four examples of temporary housing, students who lack a "fixed, adequate, and regular" nighttime residence are also covered as homeless under the McKinney-Vento Act and State law. This may include unaccompanied youth who have fled their homes or were forced to leave their homes and who do not otherwise meet the definition of "doubled-up."

"In permanent housing"

Permanent housing means that the student's living arrangements are "fixed, regular, and adequate."

Next Steps for LEAs with Students Living in Temporary Housing Arrangements

If the parent, person in parental relation, or unaccompanied youth indicates that a student is living in temporary housing, the LEA must complete a Designation Form. If the LEA believes additional information is needed before reaching a final decision on the student's eligibility under McKinney-Vento, enrollment should not be delayed and a Designation Form should still be filled out. For more information about determining eligibility see the National Center on Homeless Education's Determining Eligibility Brief, available at: www.serve.org/nche/downloads/briefs/det_elig.pdf

If a student who is identified as homeless was last permanently housed in a different school district, the district of attendance/local district will be eligible for tuition reimbursement from SED for the cost of educating the student. School districts should complete a STAC-202 form if eligible for tuition reimbursement. For more information about STAC-202 forms contact the STAC Office at 518-474-7116 or NYS-TEACHS at 800-388-2014.

ENROLLMENT FORM

Name of LEA: McGraw Central School District

Name of School: McGraw School District

Name of Student: _____
Last First Middle

Gender: Male Date of Birth: ____ / ____ / ____ Grade: ____ ID#: _____
 Female Month Day Year (preschool-12) (optional)

Parent Address: _____ Phone: _____

Student Address: _____ Phone: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, 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.

Where is the student currently living? (Please check **one** box.)

- In a shelter
- With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "doubled-up")
- In a hotel/motel
- In a car, park, bus, train, or campsite
- Other temporary living situation (Please describe): _____

- In permanent housing

Print name of Parent, Guardian, or Student (for unaccompanied homeless youth)

Signature of Parent, Guardian, or Student (for unaccompanied homeless youth)

Date

FORMULARIO DE INSCRIPCIÓN – CUESTIONARIO DE RESIDENCIA

Nombre del Distrito Escolar: _____

Nombre de la Escuela: _____

Nombre del Estudiante: _____

Apellido

Primer Nombre

Segundo Nombre

Género: Hombre Fecha de Nacimiento: ____ / ____ / ____ Grado: ____ ID#: ____
 Mujer *Mes* *Día* *Año* *(jardín de infantes – 12)* *(opcional)*

Dirección: _____ Teléfono: _____

Su respuesta abajo permitirá al distrito escolar definir los servicios que puede aprovechar su hijo/hija según el Acto de McKinney-Vento. Los estudiantes elegibles tienen derecho a la inscripción inmediata en la escuela, aun si ellos no tienen los documentos necesarios tales como: prueba de residencia, documentos escolares, documentos de inmunización, o partida de nacimiento. Los estudiantes elegibles según el Acto de McKinney-Vento tienen además derecho al transporte gratuito y otros servicios que ofrece el distrito escolar.

¿Dónde está el estudiante viviendo actualmente? *(Por favor marque una caja.)*

- En un refugio
- Con otra familia o otra persona debido a la pérdida del hogar o a dificultades económicas
- En un hotel/motel
- En un carro, parque, autobús, tren, o camping
- Otra vivienda temporal (Por favor describa):

- En un hogar permanente

Nombre de Padre, Guardián, o Estudiante (para jóvenes sin acompañamiento)

Firma de Padre, Guardián, o Estudiante (para jóvenes sin acompañamiento)

Fecha



Home Language Questionnaire (HLQ)

TO BE COMPLETED BY SCHOOL PERSONNEL

DISTRICT _____ *Please print or type clearly*

SCHOOL _____ GRADE _____

STUDENT NAME _____

DATE OF BIRTH _____
Month: _____ Day: _____ Year: _____

STUDENT IDENTIFICATION NUMBER _____

COUNTRY OF BIRTH / ANCESTRY _____

NUMBER OF YEARS ENROLLED IN SCHOOL OUTSIDE THE U.S. _____

NAME/POSITION OF SCHOOL PERSONNEL COMPLETING THIS SECTION _____

DETERMINATION: Possible LEP
 English Proficient

Dear Parent or Guardian:

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 English. Your assistance in answering these questions is greatly appreciated.

Thank You

(✓ boxes that apply)

- What language(s) is spoken in the student's home or residence? English Other _____ *specify*
- What language(s) are spoken most of the time to the student, in the home or residence? English Other _____ *specify*
- What language(s) does the student understand? English Other _____ *specify*
- What language(s) does the student speak? English Other _____ *specify*
- What language(s) does the student read? English Other _____ Does Not Read *specify*
- What language(s) does the student write? English Other _____ Does Not Write *specify*
- In your opinion, how well does the student understand, speak, read and write English?

	<i>Very well</i>	<i>Only a little</i>	<i>Not at all</i>
Understands English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reads English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writes English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Parent/Guardian/Other

Date

Month: _____ Day: _____ Year: _____

Google Suite for Education

The McGraw Central School District offers an online service for its students called Google Suite, or GSuite. GSuite is an internet based group of tools similar to Microsoft Office which will allow students to create and store documents, access information, study, and collaborate with students and teachers through the internet. Students can access GSuite while at school, students can also access the online service outside of school from anyplace that they have access to the internet.

Google provides GSuite free to educational institutions such as McGraw CSD, and the online service is used by thousands of K-12 schools and major universities throughout the nation. The GSuite information faq/homepage can be found at; <https://support.google.com/a/answer/139019?hl=en>

GSuite is a secure website that offers dozens of security features specifically designed to keep students' data safe, secure, and private. In particular, GSuite for Education is governed by a detailed Privacy Policy which ensures that Google will not share or otherwise use personal information that is placed into the system. Additionally, Google guarantees that it is in compliance with all applicable U.S. privacy laws. GSuite also maintains a large security team which constantly monitors the network to make sure that students' and teachers' data remains protected and private. For more information about GSuite Privacy Policy and security features, please access;

https://edu.google.com/training-support/privacy-security/?modal_active=none

The following services are available to each student and hosted by Google as part of McGraw Central School Districts use of GSuite for Education:

- Gmail
- Calendar – students can access an individual calendar in order to organize schedules, daily activities, and assignments.
- Contacts – students can maintain an address book containing classmate and teacher contact information.
- Docs – students have access to a word processing, spreadsheet, drawing, and presentation program which is very similar to Microsoft Office.

- **Google Classroom-** Interactive, collaborative classroom experience for teachers and students.

Using GSuite tools and services, students collaboratively create, edit and share files and websites for school related projects with other students and teachers. These services are entirely online and are available 24 hours a day, 7 days a week from any Internet-connected computer or mobile device. Examples of student use include online showcasing of class projects, building an electronic portfolio of school learning experiences, and working in small groups online, both during and outside of normal school hours, on presentations to share with others.

McGraw Central School District's use of GSuite is solely for educational purposes. For that reason, by default, advertising is turned off when students access GSuite for Education. Please see Appendix for GSuite student permission form. Certain educational laws apply to the use of technology in the McGraw Central School District, including the following:

- **Children's Online Privacy Protection Act (COPPA):** COPPA is a federal law that applies to commercial companies and website operators and limits their ability to collect personal information from children under the age of 13. COPPA also applies to school districts that use third-party website operators to offer online services to students. COPPA requires school districts to obtain parental permission if personal information is collected from students under the age of 13 by any third-party website operator, such as Google. For more information, please access;

<http://www.ftc.gov/privacy/coppafaqs.shtm>

- **Family Educational Rights and Privacy Act (FERPA):** FERPA is a federal law that protects the privacy of student education records. Generally under FERPA, school districts must obtain parental or student consent prior to disclosure of student records. However, schools may disclose directory information without prior consent, except that parents may request the school not disclose this information. In McGraw Central School District, parents will be provided the opportunity annually to opt out of disclosing their student's directory information on this McGraw Central School District permission form. For more information, please access;

<http://www.ed.gov/policy/gen/guid/fpco/ferpa>

McGraw Central School District



2019-2020 Student Internet User Form

Please read these documents carefully before signing.

All McGraw Central School District Internet users are required to sign an Internet User Form and to abide by the terms and conditions of *Policy #7315: Student Acceptable Use Policy*. The Board of Education does not authorize any use of the Internet that is not conducted strictly in compliance with these policies. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.

The District may not always be able to limit access to services through its Internet connection to just those locations authorized for the purpose of instruction, study and research. By participating in the use of the Internet, users may gain access to information and communications that they may find inappropriate, offensive or controversial. All users assume this risk by agreeing to participate in the use of the Internet. The District will do its best to supervise and monitor Internet usage; however all users are expected to be responsible and comply with the McGraw Central School District's *Policy #7315: Student Acceptable Use Policy*.

Users who disregard the District's *Policy #7315: Student Acceptable Use Policy* may have their user privileges suspended or revoked. Users granted accesses to the Internet through the McGraw Central School District assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy.

McGraw Central School District is offering an online service called GSuite for Education, see attached information.

Directions: Please complete the information below.

Student Name: _____ Grade: _____

I, the above student, have read and understand the McGraw Central School District's *Policy #7315: Student Acceptable Use Policy* and the Google Apps for Education Information. The parent/guardian has also read this policy and discussed it with the child. The student and the parent/guardian understand that the use of District computer resources including Internet access is for educational purposes only. I hereby request that I be granted or denied access to the Internet access as checked below. I certify that the information contained on this form is correct.

Yes, Grant Internet Access

Do Not Grant Internet Access

Yes, Grant GSuite Access

Do Not Grant GSuite Access

Student's Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____