



Providing excellent and equitable services to students and their families begins with the registration process

REGISTRATION OF STUDENTS

ALL students must complete: STUDENT HOUSING QUESTIONNAIRE first then STUDENT REGISTRATION FORM

Office: Check for existing State Student Identification (SSID) then provide a Family Access Code for parents to complete on-line registration

Optional: Application for Free/ Reduced Lunch and Application for Fee Waiver

TRADITIONAL STUDENT?

- Boundary Resident or Valid Permit
- Appropriate age placement
- Legal name
- Legal guardian or Power of Attorney/Guardianship
- Emergency Contact Info
- Health Card
- Birth Certificate
- Record of Immunizations
- Vision Screening (if under age 7)
- Previous school info to obtain records

Other Issues:

- Health Concerns
- Specialized Supports or Program
- State Custody
- VISA (Do not ask – respond only if information is volunteered)

ETHNICITY reported as American Indian /Alaska Native?
Computer adds: **Title VII Student Eligibility Certification Form (506 Form)** Send completed form to ALS Services

HOME LANGUAGE SURVEY on registration information Primary or Home Language Other Than English (PHLOTE)
Computer adds: **Alternative Language Classification Form**
Print form and send to ALS immediately as student must be tested and placed for services within ten days

PARENT or HEALTH CARD indicates:
Medication to be administered by school?
ADD: **Medical Authorization Form** signed by physician and parent annually and when dosage changes
Serious Health Issues? CALL District Nurse

SPECIALIZED PROGRAMMING?
Special Education? Enroll and notify School Special Ed Team 504? Enroll and notify Student Support Services
English Learner - Enroll, print off ALCF form with copy of Family Profile info and send to ALS, notify school ALS Facilitator
Migrant (Parent employment is agriculture or fishery) – Enroll and send copy Family Profile to ALS
Immigrant (in US less than 3 years)- Enroll and mark in Skyward Send copy of Family Profile to ALS

FOSTER CARE or CASEWORKER?
Enroll and notify Youth in Custody –JoAnn Larsen 826-5506
VISA J1, F1, H1b– Enroll. Call Planning/Boundaries if? 's
VISA B (visitor or tourist) – DO NOT ENROLL

STUDENT IN SPECIAL CIRCUMSTANCES?

(If marked YES on Housing Questionnaire, Homeless or unaccompanied minor)

ONLY Require:

- Housing Questionnaire
- Registration form

Students must be:

- IMMEDIATELY ENROLLED
- Provided free breakfast/lunch
- Provided fee waiver eligibility

Evaluation of individual circumstances by the Homeless Liaison determines eligibility for transportation and/or other services

Review **ETHNICITY** and **PHLOTE** status
Obtain other information and forms **if possible** (Birth Certificate, Immunizations, Proof of Residency, etc. are NOT required at this time)

For students continuing in school who complete all registration on-line, print off Housing Questionnaires and send to Connie Crosby. Review all forms and separate those marked YES for urgent processing and accommodations. For students NEW to school, note forms marked YES – parents complete all forms again on line but are not required to provide documentation. Submit forms to Connie Crosby.

Connie Crosby – Outreach Liaison
Cell (801) 557-2164 or
Karen Sterling – Director Cell (801) 580-2077