

School District 197

ENROLLMENT CHECKLIST

Use this checklist to ensure you have completed all the steps to register your child for School District 197 schools!

Birth Verification

A birth or hospital certificate or passport must be present at registration to verify your child's date of birth. A birth certificate may be obtained at the Northern Dakota County Service Center in West St. Paul (651-554-6600).

Residency Verification

Please provide a document that shows the name and address of the parent/guardian of the student. Acceptable verification documents may include one of the following:

- Current purchase/lease agreement, current property tax statement, current payroll or bank statement. Current federal/state/county benefits statement, major utility bill (Xcel or water bill)
- **NON-ACCEPTABLE DOCUMENTS INCLUDE:
Updated drivers license, cell phone/cable/sanitation or credit card bills**

Enrollment Survey

Answer to the best of your ability. Completing this form assists the school in getting your child into the appropriate classes and supporting your child's needs and ensuring a smooth transition.

Enrollment Form

For West St. Paul-Mendota Heights-Eagan Area Schools (School District 197)

Minnesota Language Survey

Student Health Form

Helps provide school health professionals with information to best serve your child. Completing this form also alerts us to supplemental forms you may need to complete (e.g., Asthma Action Plan, Food Allergy Action Plan).

Bus Registration (Residents)

All students who are planning to ride a bus must register for service. Transportation is available (at no charge) to elementary-age students who live more than .75 miles from their school (students who live .75 miles or less from school walk or have a choice to ride a bus for a fee). Forms are due to the Transportation Office by August 1. Please only register for service when you are sure your child will be riding a bus. For more information, visit www.isd197.org/services/transportation.

Emergency Record

This form is kept on file in the school's Health Office and used to contact the appropriate people in case of an emergency.

Ethnic and Racial Demographic Form

Grade 5-8 Class Registration Form

Student Enrollment Form - West St. Paul-Mendota Heights-Eagan Area Schools (ISD #197)

FOR OFFICE USE ONLY

Student ID: _____ Begin Enrollment Date: _____ Resident District: _____
 School #: _____ Teacher/Counselor: _____ Previous Enrollment District: _____
 Grade: _____ Walk or Bus #: _____ Home Language: _____
 Address Verification: Major Utility Bill Lease Agreement Birth Verification Other

PLEASE COMPLETE ALL INFORMATION REQUESTED BELOW

Full Legal Name Required for Enrollment

Enrolling Grade:	Student LAST Name(s) (all):	Student FIRST Name:		Student MIDDLE Name:
Nickname (optional):	Student Date of Birth:	Place of Birth (state/country):	Student Gender: Female <input type="checkbox"/> Male <input type="checkbox"/>	Previously Attended 197 Schools No <input type="checkbox"/> Yes <input type="checkbox"/> (Which school? _____)

Address: _____ Street _____ Apt # _____ Primary/Home Phone: _____
 _____ City _____ Zip Code _____ County _____ Date Student Moved to This Address _____

Does another family live at this address? No Yes If yes, please list the last name(s) of other family or families: _____
 Pick-Up/Daycare Address (if other than home): _____

Below List All Schools the Student has Attended (most recent schools first)

Name of School	City and State	Grades Attended	Dates Attended

Student Lives With (check all that apply): Mother Father Step Parent Foster Parent Other _____
 Are there court orders that apply to custody of the student? No Yes (If yes, please provide copies)

	Parent/Guardian #1 (custodial/resides with student)	Parent/Guardian #2 (custodial/resides with student)	Parent/Guardian #3 (non-custodial/second mailing)
Name (First, MI, Last)			
Gender (Female/Male)			
Date of Birth (MM/DD/YY)			
Relationship to Student			
Street Address/City/Zip			
Email Address			
Cell/Home Phone Number			
Work Phone Number			

Below List All Children Residing in the Home (including those not currently in school)

Name (First, MI, Last)	School Attending	Grade	Gender	Birth Date	Relationship to Parent/Guardian #1	Relationship to Parent/Guardian #2	Relationship to Parent/Guardian #3

Is this student a Military Connected Youth? Relationship _____ Yes No
 Have you moved in the last three years to seek work as a paid laborer in any type of farming or fishing? Yes No
 Does this student have special education services (an IEP)? Yes No
 Does this student have a 504 Accommodation Plan? Yes No
 Is the student's current address a temporary living arrangement? Yes No
 Is this temporary living arrangement due to loss of housing or economic hardship? Yes No
 Does the student lack a fixed, regular, adequate nighttime residence? Yes No

Parent/Guardian Signature: _____ Date: _____

District 197 Enrollment Survey

Welcome to West St. Paul-Mendota Heights-Eagan Area Schools! We're honored you have chosen us to support your child's/children's education. We want to make sure your child's transition to school is as smooth as possible. Please help us get to know your child and any supports needed by answering the questions below to the best of your ability. Thank you!

Student Name: _____

Has the student ever been identified by a school as "Gifted and Talented" and participated in a special program?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Has the student skipped a grade level?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, which grade?
Has the student been grade accelerated in a specific class/subject?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, which class?
Has this student participated in an Advancement Via Individual Determination (AVID) program previously? Which grades?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, which grades?
Has the student ever participated in an English as a Second Language (ESL) or English Learner (EL) program?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, which grades?
In what language would you prefer written communication from the school?			
Has the student participated in any individual testing at the school for which you had to give your permission?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Has the student ever received help or support at school from any of the following?	Please check all that apply: <input type="checkbox"/> Special Education teacher <input type="checkbox"/> Speech teacher <input type="checkbox"/> Occupational therapist (OT) <input type="checkbox"/> Adaptive PE (DAPE) teacher <input type="checkbox"/> Other: _____		

<p>Has this student received any other special academic help for any subject?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, check all supports and subjects that apply: <input type="checkbox"/> Intervention or support class during the school day <input type="checkbox"/> Summer school <input type="checkbox"/> After-school class</p> <p>If yes, in what academic areas? <input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Other: _____</p>
<p>Has the student ever received support or help from a school counselor or school social worker related to social or emotional needs?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, please explain: _____ _____</p>
<p>Has the student ever received support from a counselor, therapist or psychologist outside of school?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, please explain: _____ _____</p>
<p>Are there any special family circumstances the school staff should be aware of (for example, court documents related to custody, living situations, etc.)?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, please explain: _____ _____</p>
<p>Has the student received any special support at school for behavior?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, please describe: _____ _____</p>
<p>Has the student had discipline issues (suspension, expulsion)?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, please describe: _____ _____</p>
<p>Does the student have a probation officer?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, please provide contact information: _____ _____</p>

Is there any other information you want the staff at the school to know about the student to make the transition as smooth as possible?

Minnesota Language Survey

Minnesota is home to speakers of more than 100 different languages. The ability to speak and understand multiple languages is valued. The information you provide will be used by the school district to see if your student is multilingual. In Minnesota, students who are multilingual may qualify for a Multilingual Seal upon further assessment. Additionally, the information you provide will determine if your student should take an English proficiency test. Based upon the results of the test, your student may be entitled to English language development instruction. **Access to instruction is required by federal and state law. As a parent or guardian, you have the right to decline English Learner instruction at any time.** Every enrolling student must be provided with the Minnesota Language Survey during enrollment. Information requested on this form is important to us to be able to serve your student. Your assistance in completing the Minnesota Language Survey is greatly appreciated.

Student Information	
Student's Full Name: (Last, First, Middle)	Birthdate or Student ID:

	Check the phrase that best describes your student:	Indicate the language(s) other than English in space provided:
1. My student first learned:	<input type="checkbox"/> language(s) other than English. <input type="checkbox"/> English and language(s) other than English. <input type="radio"/> only English.	
2. My student speaks:	<input type="checkbox"/> language(s) other than English. <input type="checkbox"/> English and language(s) other than English. <input type="radio"/> only English.	
3. My student understands:	<input type="checkbox"/> language(s) other than English. <input type="checkbox"/> English and language(s) other than English. <input type="radio"/> only English.	
4. My student has consistent interaction in:	<input type="checkbox"/> language(s) other than English. <input type="checkbox"/> English and language(s) other than English. <input type="radio"/> only English.	

Language use alone does not identify your student as an English learner. If a language other than English is indicated, your student will be screened for English language proficiency.

Parent/ Guardian Information	
Parent/Guardian Name (printed):	
Parent/Guardian Signature:	Date:

* All data on this form is private. It will only be shared with district staff who need the information to best serve your student and for legally required reporting about home language and service eligibility to the Minnesota Department of Education. At the district and at the Minnesota Department of Education, this information will not be shared with other individuals or entities, except if they are authorized by state or federal law to access the information. Compliance with this request for information is voluntary.

School District 197

Student Health Information Form

Student's Name: (last) _____ (first) _____ (M.I.) _____
 Birth Date: _____ Grade: _____
 Parent/Guardian: _____ Mobile #: _____ Work #: _____
 Parent/Guardian: _____ Mobile #: _____ Work #: _____
 Doctor: _____ Phone: _____ Dentist: _____ Phone: _____
 Hospital Choice: _____

Dear Parent: Please describe your child's health concerns in detail below. It is important that you keep the school informed of ANY changes in health or medication that would affect your child's performance. If your child needs to take medication at school, please notify the school nurse. Please make sure the school has a copy of your child's most recent immunization record. If your child has an Asthma Action Plan, Allergy/ Anaphylactic Action Plan, Seizure Action Plan or Diabetes Action Plan, please make sure the health office has the most recent copy from the healthcare provider.

No health problems to my knowledge.

Current Health History

Please answer by checking	No	Yes	
Does your child have vision problems?	<input type="checkbox"/>	<input type="checkbox"/>	Type _____ <input type="checkbox"/> Contacts <input type="checkbox"/> Glasses
Does your child have hearing problems?	<input type="checkbox"/>	<input type="checkbox"/>	Type _____ Hearing aid (<input type="checkbox"/> Right / <input type="checkbox"/> Left)
Does your child have an IEP?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your child have a 504?	<input type="checkbox"/>	<input type="checkbox"/>	
Food Allergy	<input type="checkbox"/>	<input type="checkbox"/>	Type _____ Dietary restriction:s _____
Insect Allergy	<input type="checkbox"/>	<input type="checkbox"/>	Type _____
Other Allergy	<input type="checkbox"/>	<input type="checkbox"/>	Type _____
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	List triggers: _____
Attention Deficit/Hyperactivity Disorder	<input type="checkbox"/>	<input type="checkbox"/>	
Celiac Disease	<input type="checkbox"/>	<input type="checkbox"/>	
Digestive Disorder(s)	<input type="checkbox"/>	<input type="checkbox"/>	Type _____
Diabetes <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2	<input type="checkbox"/>	<input type="checkbox"/>	Managed by: <input type="checkbox"/> Diet only <input type="checkbox"/> Oral meds <input type="checkbox"/> Insulin injections <input type="checkbox"/> Insulin pump
Genetic Disorder	<input type="checkbox"/>	<input type="checkbox"/>	Type _____
Headaches/Migraines	<input type="checkbox"/>	<input type="checkbox"/>	
Heart problem	<input type="checkbox"/>	<input type="checkbox"/>	Type _____ Activity restriction:s _____
Mental Health Disorder	<input type="checkbox"/>	<input type="checkbox"/>	Type _____
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Type _____ Date of last seizure: _____
Skin condition	<input type="checkbox"/>	<input type="checkbox"/>	Type _____

Treatment Program: Please check if your child has been in a treatment program for: Mental Health Chemical Use

If so, when and where: _____

Does your child take medications of any kind? No Yes, explain _____

Does your child need medication while at school or after-school functions? No Yes*, explain _____

*Students requiring medication (prescription or non-prescription) at school MUST have a written order by a Licensed Health Care Professional and written parent consent.

Has your child had any serious injuries/illness? No Yes, explain _____

Insurance: Please check if you have insurance: Medical Dental None

The school nurse may share health information with school staff to ensure safe care. If you have concerns about sharing this information, please contact the school nurse.

Parent/Guardian Signature _____ Date _____

2019-20 Ethnic and Racial Demographic Designation Form

Student's First Name: _____ Middle Name/Initial: _____ Last Name: _____

Date of Birth: _____ District: _____ School: _____

Schools are required to report ethnicity and race to the state and to the U.S. Department of Education. Because of recent changes to Minnesota state law, Minnesota disaggregates each category into detailed groups to further represent our student populations. Parents or guardians are not required to answer the federal questions (**in bold**) for their children. If you choose not to answer the federal questions (**in bold**), federal law requires schools to choose for you. This is a last resort—we prefer that parents or guardians complete the form. State questions are labeled as “Optional” and schools will not fill in this information for you. Refusal to respond to any questions will not impact enrollment in a school.

This information helps improve teaching and learning for everyone and helps us accurately identify and advocate for students currently underserved. The information this form collects is considered private information. You can review the privacy notice to learn more about the purpose of collecting this information, how it will be used and not used, and how the detailed groups were identified. The privacy notice can be found on MDE's Frequently Asked Questions, <https://education.mn.gov/MDE/fam/count>.

Is the student Hispanic/Latino as defined by the federal government? The federal definition includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.¹

[You must select “yes” or “no” to this question.]

Yes *[If yes, go to Question A.]*

No *[If no, go to Question 1.]*

Optional Question A: If yes was chosen above, select all that apply from the list below (*this question will not be answered by school staff*):

- | | | | |
|----------------------------------------------|---------------------------------------|--------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Decline to indicate | <input type="checkbox"/> Guatemalan | <input type="checkbox"/> Salvadoran | <input type="checkbox"/> Other Hispanic/Latino |
| <input type="checkbox"/> Colombian | <input type="checkbox"/> Mexican | <input type="checkbox"/> Spaniard/Spanish/ | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Ecuadorian | <input type="checkbox"/> Puerto Rican | <input type="checkbox"/> Spanish-American | |

Go to Question 1.

[Select “yes” to at least one of the Questions (1-6) below.]

Question 1: Does the student identify as American Indian or Alaska Native as defined by the state of Minnesota? The state of Minnesota definition includes persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition. [This question is needed to calculate state aid/funding.]

Yes *[If yes, go to Question 1a.]*

No *[If no, go to Question 2.]*

Optional Question 1a: If yes was chosen above, select all that apply from the list below (*this question will not be answered by school staff*):

- | | | |
|----------------------------------------------|----------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Decline to indicate | <input type="checkbox"/> Cherokee | <input type="checkbox"/> Other North American Indian Tribal Affiliation |
| <input type="checkbox"/> Anishinaabe/Ojibwe | <input type="checkbox"/> Dakota/Lakota | <input type="checkbox"/> Unknown |

Go to Question 2.

¹Federal Register, Vol. 72, No. 202/Friday, October 19, 2007/Notices/59274

Question 2. Is the student American Indian from South or Central America?

Yes [Go to Question 3.]

No [Go to Question 3.]

Question 3. Is the student Asian as defined by the federal government? The federal definition includes persons 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.¹

Yes [If yes, go to Question 3a.]

No [If no, go to Question 4.]

Optional Question 3a. If yes was chosen above, select all that apply from the list below (*this question will not be answered by school staff*):

Decline to indicate

Chinese

Karen

Other Asian

Asian Indian

Filipino

Korean

Unknown

Burmese

Hmong

Vietnamese

Go to Question 4.

Question 4. Is the student black or African American as defined by the federal government? The federal definition includes persons having origins in any of the black racial groups of Africa.¹

Yes [If yes, go to Question 4a.]

No [If no, go to Question 5.]

Optional Question 4a. If yes was chosen above, select all that apply from the list below (*this question will not be answered by school staff*):

Decline to indicate

Ethiopian-Other

Somali

African-American

Liberian

Other black

Ethiopian-Oromo

Nigerian

Unknown

Go to Question 5.

Question 5. Is the student Native Hawaiian or Other Pacific Islander as defined by the federal government? The federal definition includes persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.¹

Yes [Go to Question 6.]

No [Go to Question 6.]

Question 6. Is the student white as defined by the federal government? The federal definition includes persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.¹

Yes

No

Parent(s)/Guardian Name _____ Date _____

Parent(s)/Guardian Signature _____

District 197 Emergency Record

For Office Use

Student ID: _____

Family ID: _____

Please review the information below and make any changes necessary. Thank you.

Please check here if this information represents a change to the student's emergency record on file.

Student: _____ Home Phone: _____
Grade: _____ Birth Date: _____ Gender: _____ Ethnicity: _____
Home Address: _____ AM Bus: _____
City: _____ State: _____ Zip: _____ PM Bus: _____

Please use area code and identify phone number types: W=work C=cell P=page E= evening

Parent or Guardian 1: _____ Home Phone: _____
Phone 1: _____ Phone 2: _____ Phone 3: _____ Child Lives With:
Email: _____ Place of Employment: _____

Parent or Guardian 2: _____ Home Phone: _____
Phone 1: _____ Phone 2: _____ Phone 3: _____ Child Lives With:
Email: _____ Place of Employment: _____

If available, translations of communications to parent(s) requested in: _____

Brothers & Sisters (names, birth dates, and schools): _____

Immunizations within the last year (type and mo/day/yr): _____

Current health problem(s): _____

Medications: _____

IN CASE OF AN EMERGENCY (two contacts who would care for the child if a parent or guardian cannot be reached)

Contact 1: _____ Address: _____
Phone 1: _____ Phone 2: _____ Relationship to Student: _____
Contact 2: _____ Address: _____
Phone 1: _____ Phone 2: _____ Relationship to Student: _____

Day Care Provider: _____ Phone: _____
Family Doctor: _____ Phone: _____
Family Dentist: _____ Phone: _____
Hospital Preference: _____ Phone: _____

Our procedure will be to contact the parent at home or at work. You will be asked to pick up the child and provide proper care. If we cannot reach you, we will call the friend, relative, or neighbor that you have listed above and ask them to care for your child. In extreme emergency, an ambulance will be called and your child will be taken to the nearest hospital. The cost of this will be covered by the parent.

Parent or Guardian 1 Signature: _____ Date: _____
Parent or Guardian 2 Signature: _____ Date: _____

School District 197

Bus Registration

Registration Form Due August 1, 2021

All eligible students entering grades K-12 who are planning to ride a bus
MUST register for service EACH YEAR.

BUS TRANSPORTATION IS AVAILABLE TO:

- Elementary school students (grades K-4) who live more than 0.75 mile from school
- Middle school students (grades 5-8) who live more than 1 mile from school
- High school students (grades 9-12) who live more than 2 miles from school

REGISTRATION PROCESS:

- Students will not be listed for bus service in the fall unless the Transportation Office receives a completed registration form on or before August 1.
- Forms received after August 1 will be put on hold. Students may not have bus service for the first two weeks of school or may be transported home by van (elementary) or asked to use the Academic/Activity Bus (middle and high school) until they are assigned a route. Transportation requests received after the first two weeks of school will be processed within 2-3 business days.
- Please only register for service when you are sure your child will be riding a bus.
- Complete one form per child.
- By registering for transportation services you are agreeing to comply with our policies and procedures, which can be found on the district website at www.isd197.org/schoolboard/policies.
- All students (grades K-12) are dropped off at their stop location regardless of whether a parent/guardian is present.
- Return this form to your school's main office. If school is not in session, mail form to District Transportation, 1145 Medallion Drive, Mendota Heights, MN 55120. Do not mail it to your school during the summer.
- Postcards with bus information are mailed to homes in late August. If you have questions, please call 651-403-8320. This form may also be completed online at www.isd197.org/services/transportation/forms.

Student Name: _____

Student ID#: _____

Street Address: _____

Home Phone: _____

City/State/Zip Code: _____

Cell Phone: _____

Date of Birth: _____

Student's School in 2021-22: _____

Grade in 2021-22: _____

Parent/Guardian Name: _____ Email: _____

Secondary/Emergency Contact: _____ Contact Phone: _____

When will the student ride? (Check one or both) AM PM

Does your child have any special health needs or concerns? If so, please describe. _____

Daycare Information (Complete if applicable. Pickup and drop off must be five days each week at the same location.
AM and PM may be different locations.)

Daycare Provider's Name: _____ Phone: _____

Daycare Address: _____

To School: (Choose only one): Pick up from home Pickup from daycare Extended Day (School Age Care)

From School: Drop at home Drop at daycare Extended Day (School Age Care)