

WELCOME

to

Chartiers Valley School District



CHARTIERS VALLEY SCHOOL DISTRICT
2030 Swallow Hill Road, Pittsburgh, PA 15220
412-429-2211

REGISTRATION CHECKLIST

The following completed documents are requested at the time of registration:

1. ___ Proof of Child's Age (Original birth certificate or certified duplicate issued from the Commonwealth of Pennsylvania, or other acceptable proof as determined by the school district.)
2. ___ Three Proofs of Residency (acceptable proofs include: current lease, mortgage, deed, tax bill and a current utility bill or other acceptable proof as determined by the district)
3. ___ Immunization Records (*please note as of 1/1/2018 the ACHD requires proof of **blood lead level testing for all Kindergarten students.**)
4. ___ Student Registration Form [#CVSD-SRF]
5. ___ Confidential Health History [#CVSD-HLTH]
6. ___ School Health Screening Program [#CVSD-SCRN]
7. ___ Home Language Survey [#CVSD-LANG]
8. ___ Request for Records (**Grades 1-12 only**) [#CVSD-RR]
9. ___ McKinney Vento Eligibility [#CVSD-MV]
10. ___ Military Family Form [#CVSD-MIL]
11. ___ Internet, E-mail, and Network usage agreement [#CVSD-INT]
12. ___ Statement for Parents (**N/A for Kindergarten Registration**) [#CVSD-SFP] – Form must be notarized
13. ___ * **Multiple Occupancy** – [#CVSD-OCC] See notes below. (Only applies when a student and his/her parent(s)/guardians(s) are residing with another family.) Form must be notarized.

Additional forms, not required for enrollment of all students, are available on the district website. These forms include but are not limited to: Athletic Eligibility Form (grades 7-12), Physical form (grades KG/6/11), Dental Form (grades KG/3/7).

PLEASE NOTE:

You are required to provide proof of residency for any child/children newly registering even if you have another child already attending Chartiers Valley School District.

Kindergarten / First Grade Registration:

A child is eligible for admission to kindergarten if she/he is not less than five (5) years and no months on or before September 1st. A child is eligible for admission to first grade if she/he is at least six (6) years and no months on or before September 1st.

Physical Examination and Dental Examination forms need to be completed and returned by August 1st. If your child's appointment is after this date, you must notify the nurse at your child's school. It is preferred that you submit all required medical information at time of registration.

(Continued on next page)

The District shall not enroll a student until the parent/guardian has supplied proof of the student’s age, residence, immunizations, and completed the statement for parents as required by law and regulations. A school district must normally enroll a child the next business day, but no later than five business days after application. The guidance department from your child’s school will contact you with a start date - please send your child on the date specified.

When a student and his/her parent/legal guardian move in with a family in an existing home owned by the resident, the **owner** must then submit **three proofs of residency** as listed in #3. In addition, the **parent/legal guardian** must provide **three proofs of acceptable address documentation**.

Acceptable address documentation includes current automobile registration, check stubs from wages, bank statement, utility bills or other acceptable proof as determined by the school district.

When a student and his/her parent/legal guardian move in with a family in an existing rented home/apartment, the following must occur:

- The **primary resident** must provide **three proofs of residency** as listed in #2. In addition, the district requests that one of the three proofs must be a current lease with all occupants in the residence listed. The lease must be dated no more than **30** days prior to registration and signed by the property owner. It is also acceptable to obtain a letter from the property manager/landlord on their letterhead stating THE LEASE HOLDER AND ALL OCCUPANTS OF THE RESIDENCE. This letter must be signed & dated no more than **30** days prior to registration.
- The **parent/legal guardian** must also provide **three proofs of acceptable address documentation**. Acceptable address documentation includes current automobile registration, check stubs from wages, bank statement, utility bills or other acceptable proof as determined by the school district.

*For a *Multiple Occupancy* [#CVSD-OCC] enrollment, please review and sign:

I am aware the Chartiers Valley School District may investigate and verify residency, dependency and the authenticity of the information given, and I acknowledge that Chartiers Valley will contact me periodically to provide verification:

_____ Parent/Legal Guardian, if applicable	_____ Date
_____ Resident	_____ Date

Please note:
Periodic verification will be made to determine that the child is living in the resident’s home on a full-time basis. The Chartiers Valley School District reserves the right to re-verify the Multiple Occupancy status of a student at any time. The accuracy of the information will be investigated and, if found incorrect, the parent(s)/legal guardian(s) **and** the Chartiers Valley School District resident may be liable for tuition and fines.

If you are in the process of purchasing a home, you must provide a signed sales agreement with the settlement date that is within 60 days of registration. Within **10** days after the settlement date, you will be required to submit three current proofs of residency. As noted above, acceptable proofs include: mortgage, deed, tax bill and a current utility bill or other acceptable proof as determined by the district.

Parent/Guardian – with whom the student does not reside (if appropriate)

Parent/Guardian 3 – First Name	Gender	Relationship to Student	Household Phone Number
Parent/Guardian 3 – Last Name	Cell Phone Number	Work Phone Number	Parent/Guardian 3 – Email Address
Parent/Guardian 3 – Mailing Address			

Is there a joint custody or parenting plan in effect? ☐ Yes ☐ No (if yes, court order or agreement must be on file with school)

Is there a restraining order in effect? ☐ Yes ☐ No (if yes, court order must be on file with school)

Emergency Contacts (Other than parents or guardians noted above.)

_____ Name of Emergency Contact #1	_____ Phone number	_____ Relationship to the student
_____ Name of Emergency Contact #2	_____ Phone number	_____ Relationship to the student

Has your child attended a formal Preschool Program? (Question for Kindergarten only) ☐ Yes ☐ No

If so, which Preschool Program? _____

Special Services:

Has your child ever qualified for or been enrolled in a Special Education class? ☐ Yes ☐ No

Does your child have a current IEP? ☐ Yes ☐ No

Has your child ever qualified for a 504 plan? ☐ Yes ☐ No

Has your child ever been enrolled in English as a Second Language Program? ☐ Yes ☐ No

If yes, on what date did your child begin English Language services: ____ \ ____ \ ____

Other: _____

Previous Schools Attended

School Name /District	City	State	From Year	To Year	Grade levels

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE YOU SIGN:

I understand that I must be a resident living within the boundaries of the Chartiers Valley School District to register my child/children for school and I have provided the Chartiers Valley School District with accurate information pertaining to my residency. If information is incorrect, I fully understand that I am responsible for reimbursing the district the cost of my child's education. The District reserves the right to investigate residencies in question at any time.

Signature of Parent/Guardian

Date

CHARTIERS VALLEY SCHOOL DISTRICT

CONFIDENTIAL HEALTH HISTORY

Name _____ Birth Date ____/____/____ Grade _____

Prior School attended: _____

Does your child have any of the following conditions? (Check all that apply and please explain below)

☐ Allergies:

- ☐ Environmental _____
- ☐ Food _____
- ☐ Insect Bites _____
- ☐ Medications _____
- ☐ Skin Conditions _____

☐ Severe Allergy: _____ ☐ Anaphylactic Shock: _____

☐ Emergency Meds needed* Yes _____ No _____ Name of Medications _____

*For any severe allergy, a FAAP (Food and Anaphylaxis Allergy Action Plan) must be completed (form on website)

☐ Asthma: Emergency Meds _____

☐ Birth/Prenatal (Note any abnormal condition) _____

☐ Heart: ☐ Congenital Defect ☐ Murmur ☐ Rheumatic Fever ☐ Any restrictions? _____

☐ Seizures Type: _____ Date of last seizure _____ Medication _____

☐ ADD/ADHD

☐ Anxiety

☐ Arthritis

☐ Behavior/ Emotional: Explain _____

☐ Blood Disorder

☐ Broken Bones

☐ Chicken Pox; Date of illness: _____

☐ Diabetes: Date of diagnosis: _____ Medications: _____

☐ Fainting

☐ Gastrointestinal: _____ ☐ Bowel Control: _____

☐ Head Injury/Concussion: _____

☐ Hearing: _____

☐ Mobility

☐ Operations: _____

☐ Speech

☐ Tuberculosis

☐ Urinary Tract: ☐ Incontinence ☐ Infections ☐ Bedwetting

☐ Vision

Has your child ever been tested at: (Check all that apply**)

☐ Children's Hospital

☐ Laughlin Child Center

☐ D.T. Watson

☐ DART (with or without an IEP)

☐ Western Psychiatric Hospital

☐ Other: _____

**If so, please provide the district with copies of the evaluation so we may best serve your child

Please list any medications, additional medical care, special needs or other information about your child that you feel is important:

Parent/Guardian Signature _____ Date _____

CHARTIERS VALLEY SCHOOL DISTRICT SCHOOL HEALTH SCREENING PROGRAM

It is the policy of the Charters Valley School District to comply fully with all state-mandated health screening as well as medical and dental examinations required for school-aged children. These health screenings are described below, and are performed throughout the school year.

- Each child will receive vision testing, assessing near and distant vision, each school year. Color perception, depth perception and convex lens testing are assessed at specific grade levels.
- Each child in kindergarten, first, second, third, seventh and eleventh grade will receive a hearing test.
- Each child will be weighed and measured annually. BMI (body mass index) will be calculated each year and reported to parents.
- Scoliosis screening for sixth and seventh graders, as required by the Department of Health, will be done.

The School Health Act of Pennsylvania also requires that:

- Each child have a physical examination upon initial entrance to kindergarten or first grade, sixth and eleventh.
- Each child have a dental examination in kindergarten, third grade and seventh grade.
- Children transferred from other school systems, regardless of grade, have a dental and physical examination report on file.

These examinations should be done by your family physician/dentist. If private care is not possible, physical and dental examinations may be done at school.

If your child needs a physical or dental examination to be completed at school, the parent will be notified in advance. Children whose dental or physical examinations are not completed and returned by **December 1**, will be scheduled for the examination at school. **Sports physicals will not be completed by the school doctor.**

I understand that my child, _____, will be given the full services as indicated above. I understand I will be notified of any matter(s) needing attention.

Parent /Guardian Signature

Date

This health screening form will be valid throughout the student's enrollment in the Charters Valley School District.

CHARTIERS VALLEY SCHOOL DISTRICT HOME LANGUAGE SURVEY

The Office of Civil Rights (OCR) requires that school districts/charter schools/full day AVTS identify limited English proficient (LEP) students in order to provide appropriate language instructional programs for them. Pennsylvania has selected the Home Language Survey as the method for the identification.

School District: Chartiers Valley School District **Date:** _____

Name of Child: _____ **Grade:** _____

Address: _____

School: _____

1. What is the student's primary language? _____

2. Does the student speak a language(s) other than English? ☐ Yes ☐ No

(Do not include languages learned in school.)

If yes, specify the language(s): _____

3. What language(s) is/are spoken in your home? _____

4. Please place a check by the number of years the student has been enrolled in US schools:

☐ Less than 1 year (0-11 months)

☐ 1 to 2 years (12-23 months)

☐ 2 to 3 years (24-35 months)

☐ More than 3 years (36+ months)

5. I (parent/guardian) prefer to receive communications home from the district in the following language: _____

Person completing this form (if other than parent/guardian): _____

Parent/Guardian signature: _____

*The school district/charter school/full day AVTS has the responsibility under the federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district/charter school/full day AVTS has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school district/charter school/full day AVTS may conduct screenings or ask for related information about students who are already enrolled in the school as well as from students who enroll in the school district/charter school/full day AVTS in the future.

CHARTIERS VALLEY SCHOOL DISTRICT
AUTHORIZATION FOR RELEASE OF SCHOOL/CONFIDENTIAL RECORDS

The below named student has enrolled in our school and the following records must be obtained.
 Please fax/mail the information on the student listed below at your earliest convenience.

Name of Student: _____

Grade: _____ Date of Birth: ____ / ____ / ____

Parent/Guardian: _____

Date of Request: ____ / ____ / ____ Date of Enrollment: ____ / ____ / ____

(To Be Checked by School Officials/please release all applicable records below)

- ☐ Transcripts
- ☐ Grades to Date for Current School Year for Every Quarter
- ☐ Grades to Date at Time of Withdrawal
- ☐ Standardized, Achievement, Aptitude Test Scores
- ☐ College and Career Readiness Portfolio (Send evidence of completion)
- ☐ Student Discipline Record
- ☐ Student Attendance
- ☐ Health and Medical Data
- ☐ Special Education Information (forms: Permission to Evaluate, ER, Invitation, IEP, NOREP), if applicable
- ☐ Section 504 Information, Language Assessment Scales Scores (LAS)
- ☐ Other Available Information

Request Sent to: _____
 (School Last Attended)

 (Street)

 (City, State & Zip Code)

 (Phone)

 (Fax)

Signature: _____ **Date:** _____

****According to the final Regulations Family Educational Rights and Privacy Act (Buckley Amendment), dated June 17, 1978, it is no longer necessary to obtain written consent to release records between schools.**

Please Send records (email preferred) to: kmannering@cvsd.net Fax: (412) 429-2286

Mailing address:

Registration – Attention Mrs. Mannering
 Chartiers Valley School District
 2030 Swallow Hill Road.
 Pittsburgh, PA 15220

CHARTIERS VALLEY SCHOOL DISTRICT MCKINNEY VENTO ELIGIBILITY QUESTIONNAIRE

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11431 et seq.
The answers to this residency information help determine the services the student may be eligible to receive.
(Check all that apply)

The student lives with:

- ☐ Parent(s)/Legal guardian(s)
☐ An adult who is not the parent/legal guardian
☐ No adult; student is an unaccompanied youth

SECTION A	SECTION B
<p><input type="checkbox"/> In a shelter/group home</p> <p><input type="checkbox"/> Doubled up with relatives or friends due to loss of housing or economic hardship</p> <p><input type="checkbox"/> Living in a motel, car, campsite, or similar setting</p> <p><input type="checkbox"/> Youth living with friends or family members (other than parent/guardian)</p> <p><input type="checkbox"/> Substandard housing</p> <p><input type="checkbox"/> Other residence which is not fixed, adequate or regular (please list below):</p> <p><i>If you checked anything in Section A, complete the form below.</i></p>	<p><input type="checkbox"/> Choices in Section A do not apply</p> <p><i>If you checked the box in this section, you do not need to complete the remainder of this form. Please turn the form in to school personnel now.</i></p>

**** Free/Reduced lunch application is available via the district website**

Complete this section, only if you checked anything in Section A.

Please Print: _____

Name of Student: _____

Birth Date: ____/____/____ Age: ____ Grade in School: ____
Month Day Year

School Most Recently Attended: _____

Name of Parent(s)/Legal Guardian: _____

Temporary/Current Address: _____

City: _____ Zip _____ Phone _____

Signature of Parent/Legal Guardian _____ Date _____

CVSD Enrolling School: _____ School Administrator's Signature: _____

CHARTIERS VALLEY SCHOOL DISTRICT
MILITARY FAMILY FORM

Dear Parent/Guardian,

The Every Student Succeeds Act (ESSA) includes a requirement that districts identify any military-connected children enrolled in our schools.

Military-connected children are defined as those with a parent or guardian who is a member of the Armed Forces on active duty; Army, Navy, Air Force, Marine Corp, or Coast Guard including full-time National Guard or Reserve Duty.

Please complete this form to indicate whether or not the student's parent/guardian is an active duty member of a branch of the United States Armed Forces (Army, Navy, Air Force, Marine Corp, or Coast Guard including full-time National Guard or Reserve Duty.)

☐ Yes, my child has a parent/guardian on active full-time duty.

Name of parent/guardian on active duty: _____
Parent is deployed? ☐ Yes ☐ No

☐ No, my child does not have a parent/guardian on active full-time duty.

Student Name: _____

Parent/Guardian Name/Signature _____

CHARTIERS VALLEY SCHOOL DISTRICT INTERNET, E-MAIL, AND NETWORK ACCESS AGREEMENT

I have read, understand, accept, and will abide by the Charters Valley School District's ("district's") Acceptable Use of Internet Access, E-mail and Network Resources Policy ("policy"). I further understand that any violation of this policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to e-mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the district's computers; I acknowledge that all aspects of my use of the district's computers is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the district's computers. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the district makes no assurances of any kind, whether express or implied, regarding any Internet or e-mail services. I further understand that the use of any information obtained via the Internet and/or e-mail is at my own risk; that the district specifically disclaims responsibility for the accuracy or quality of such information; and that the district is not, and will not be, responsible for any damage or loss which I suffer.

Student Name (Please Print)

Student Signature *

Date

**For age appropriate students, parent signature can be used in lieu of student signature.*

PARENTS/GUARDIANS AGREEMENT

Due to the nature of the Internet and e-mail, it is neither practical nor possible for the district to ensure compliance at all times with the district's policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet and e-mail. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and e-mail and must communicate their own expectations to their child regarding appropriate use of the Internet and e-mail.

As the parent/guardian of _____, I acknowledge that I received and understand the district's policy and the district's Internet, E-mail and Network Access Agreement being signed by my child.

I understand that Internet and e-mail access is designed for educational and instructional purposes and that the district will discourage access to inappropriate and objectionable materials and communications. However, I recognize it is impossible for the district to prevent access to all inappropriate and objectionable material, and I will not hold the district responsible for materials acquired or contacts made through the Internet or e-mail. I understand that a variety of inappropriate and objectionable materials are available through the Internet and e-mail and that it may be possible for my child to access these materials if she/he chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and e-mail; that there is no practical means for the district to prevent this from happening; and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the district to monitor and review all communications to or from my child on the Internet and e-mail, I recognize that it is not possible for the district to monitor and review all such communications. I have determined that the benefits of my child having access to the Internet and e-mail outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate, and that such behavior may result in the termination of access, disciplinary action and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the district to provide my child with Internet and e-mail access. I agree to compensate the district for any expenses or costs as a result of my child's violation of the policy or its administrative procedures; and I further agree that I will not hold the district responsible for any matter arising by reason of or relating to: (1.) my child's violation of the district's policy or (2.) any materials acquired by my child, or contacts made by or to my child, through the Internet or e-mail.

Name (Please Print)

Signature

Date

CHARTIERS VALLEY SCHOOL DISTRICT

STATEMENT FOR PARENTS

SWORN STATEMENT OF PREVIOUS SUSPENSION OR EXPULSION FOR ADMISSION OF _____ AS A
PUPIL IN THE CHARTIERS VALLEY SCHOOL DISTRICT. (Student name)

I/We, _____ the parents(s)/guardian(s)/person(s) in control of _____,
whom I/we desire to register with and attend classes in the Chartiers Valley School District, hereby swear/affirm that the
pupil

(Select one)

☐ was

☐ was not

previously suspended or expelled from any public or private school of the Commonwealth of Pennsylvania or of any other
state for an act or offense involving weapons, alcohol or drugs, or for an offense involving the willful infliction of injury to
another person or for any act of violence committed on school property.

Complete the following in the event the above named student was suspended or expelled for the above reasons:

The student, _____ was suspended or expelled from the _____
School on _____. The expulsion/suspension was effective from _____ to _____.

The expulsion/suspension was for the following reasons:

No other expulsions or suspensions for the above-stated reasons have occurred with respect to the student.

I/We fully understand that any false statement herein would be a violation of Act 26 of 1995 and shall be a misdemeanor of
the third degree, and would also constitute a violation of the Pennsylvania crimes code, Title 18, consolidated Pennsylvania
statutes, 18 PA. C.S.A. 4903 and 4904, as amended, and could subject me to a fine of up to \$2,000.00 or imprisonment for
up to 1 year or both.

SWORN AND SUBSCRIBED BEFORE ME

THIS ____ DAY OF _____ 20__

Parent/Guardian/Person in Control

Date

Parent/Guardian/Person in Control

Date

CHARTIERS VALLEY SCHOOL DISTRICT**APPLICATION FOR MULTIPLE OCCUPANCY****(Only applies when a student and his/her parent(s)/guardians(s) are residing with another family.)**

This is to certify that I, _____ am a resident of the Charters Valley School District and that I have taken into my home the following persons:

Names: _____

The Charters Valley School District will be relying upon the information stated herein in determining the eligibility of the aforesaid child/children to free school privileges within the school district. Accordingly, the undersigned hereby acknowledges that in the event it is determined that the child/children sought to be enrolled in the district does not reside within the school district as attested herein, the undersigned shall be personally responsible for the payment of all tuition charges established by the Charters Valley School District for the attendance of non-resident pupils. I further certify that their home will be as stated below during the entire year and not merely during the period that schools are in session. Estimated tuition for the academic year are:

Elementary (Grades KG - 6) \$ _____

Secondary (Grades 7 - 12) \$ _____

Resident's name: _____

Address: _____

Home phone: _____ Cell: _____

Relationship to child: _____

Resident Signature: _____

Parent Signature: _____

State of Pennsylvania
 County of Allegheny

SWORN AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20_____.

 (Seal)
 Notary Public