

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## ITEMS NEEDED TO ENROLL AT LUDLOW INDEPENDENT SCHOOLS

**ALL ITEMS BELOW MUST BE COMPLETED AND TURNED IN BEFORE THE STUDENT CAN BE ENROLLED AND SCHEDULED FOR CLASS.**

### FORMS INCLUDED IN THE PACKET:

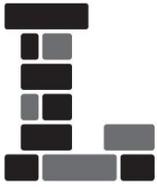
- STUDENT ENROLLMENT FORM
- REQUEST TO RELEASE RECORDS
- HOME LANGUAGE SURVEY
- COMMUNITY ELIGIBILITY PROVISION'S HOUSEHOLD & INCOME FORM (ONE PER HOUSEHOLD)

### FORMS THAT NEED TO BE BROUGHT IN BY PARENT/GUARDIAN OR RECEIVED FROM PREVIOUS SCHOOL:

- TRANSCRIPT / MOST RECENT REPORT CARD
- PROOF OF GUARDIANSHIP (Any legal documentation in cases of custody / divorce)
- A LEGAL STATE REGISTERED BIRTH CERTIFICATE
- SOCIAL SECURITY CARD (Optional, but will be needed for KEES Scholarship verification)
- KENTUCKY CERTIFICATE OF IMMUNIZATION  
If moving from out of state you will have two (2) weeks to get forms transferred to the mandatory Kentucky forms.
- KENTUCKY PHYSICAL FORM COMPLETED BY A PHYSICIAN  
If moving from out of state you will have two (2) weeks to get forms transferred to the mandatory Kentucky forms.
- PROOF OF AN EYE EXAMINATION BY AN OPTOMETRIST OR OPTHAMOLOGIST  
IF FIRST TIME ENROLLING IN A KY SCHOOL. This shall be documented on the Kentucky Eye Examination Form.
- PROOF OF A DENTAL EXAMINATION  
IF FIRST TIME ENROLLING IN A KY SCHOOL. This shall be documented on the Kentucky Dental Examination Form.
- PROOF OF RESIDENCE
  - Utility bill in your name will be the **only** form of PROOF OF RESIDENCE that is acceptable
  - If you are residing in the district under informal circumstance, a document must be obtained from the office, completed by the PROPERTY OWNER AND NOTARIZED.

***Students who reside outside of the district's boundaries may apply for Nonresident Student Status. An additional Nonresident Application must be completed. Tuition is \$250 for a full school year.***

<b>Grades K – 6</b>	<b>\$40.00 Student Fee due at the time of enrollment</b>
<b>Grades 7 – 8</b>	<b>\$75.00 Student Fee due at the time of enrollment</b>
<b>Grades 9 – 12</b>	<b>\$95.00 Student Fee due at the time of enrollment</b>



# LUDLOW INDEPENDENT SCHOOLS

## Student Enrollment Form

• Student's Legal Name:

• Social Security Number (optional)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Last First Middle Name Preferred

Address:

Number/Street Address (Not a PO Box) Apt. Number City State Zip Code

Mailing Address (ONLY if different from above):

Number/Street Address Apt. Number City State Zip Code

• Grade: \_\_\_\_\_ • Gender (circle one): Male Female • Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

• Birthplace \_\_\_\_\_  
 City County State

• Ethnicity (must choose one) Hispanic/Latino or Not Hispanic/Latino

Choose all that apply: White/Caucasian Black or African American American Indian or Native Alaskan  
 Native Hawaiian or other Pacific Islander Asian Other: \_\_\_\_\_

• Parents/Guardians Living in the SAME Household as Student (Student's Primary Household):

1) Legal Name: \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_  
 Cell Phone ( ) \_\_\_\_\_  
 Work Phone ( ) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Place of Employment \_\_\_\_\_

2) Legal Name: \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_  
 Cell Phone ( ) \_\_\_\_\_  
 Work Phone ( ) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Place of Employment \_\_\_\_\_

• Parents/Guardians Living at a DIFFERENT Address from the Student (Secondary Household):

1) Legal Name: \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_  
 Cell Phone ( ) \_\_\_\_\_  
 Work Phone ( ) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Is there a court order restricting this person access to the student?  
 Yes  No  (A copy of the court order must be provided.)

2) Legal Name: \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_  
 Cell Phone ( ) \_\_\_\_\_  
 Work Phone ( ) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Is there a court order restricting this person access to the student?  
 Yes  No  (A copy of the court order must be provided.)

Address: \_\_\_\_\_  
 Number/Street Address (Not a PO Box) Apt. Number City State Zip Code

• If the parent(s)/guardian(s) already listed cannot be reached, who can the school contact in case of illness or an emergency? Please provide legal names, not nicknames. By listing these names, you are also giving permission for the student to be released to these individuals.

Name	Phone	Relationship to Student
1. _____	_____	_____
2. _____	_____	_____

• Does the student go to a babysitter/daycare before/after school? If so, please list that information below:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

• List below the names of other children under 21 years old living in the primary home:

Name	Relationship	Age	School Attending
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

• Last School Student Attended: Grade \_\_\_\_\_ School \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

• Has this student ever been enrolled in a Ludlow Independent School in previous years? Yes  No

• Special Services:

Has the student ever been enrolled in Special Education (have an IEP or 504 Plan)? Yes  No

Starting in what grade level? \_\_\_\_\_

Check all other special services that apply to this student:

Gifted/Talented  English as a Second Language  Migrant  Free/Reduced Lunch Program

• Student Health Conditions / Information

Existing Health or Medical Conditions: \_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Preferred Doctor: \_\_\_\_\_ Preferred Hospital: \_\_\_\_\_

*I understand it is the responsibility of the parent to notify the school office each year in writing about any serious health conditions. I understand this health information will be shared with all appropriate school staff members. I understand if any medication is to be taken by my child at school, then a separate permission form needs to be completed by his/her physician; I know I can obtain this form by contacting the school nurse at 859-431-7242.*

▶ \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

● **Temporary Living Arrangements**

These questions address the McKinney-Vento Act 42 U.S.C 11435 and are used to help determine possible services for the student.

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

If the answer to BOTH of these questions is YES, then the student will be eligible for immediate enrollment and additional services.

● **Notification to School Officials** (check all that apply)

Has your child ever been adjudicated guilty by a court of law or previously expelled for homicide, any form of assault, or violations relating to weapons, alcohol, or drugs? If yes, KRS 158.155 requires that a parent or legal guardian report this to school officials.

Yes  No

Is your child currently under suspension from their previous school district? Yes  No

● **Technology at Home** (check all that apply)

Do you have a computer at home? Yes  No  If yes, do you have Internet access? Yes  No

If yes to Internet access, who is your Internet Service provided by?

Cable Company  Satellite Dish  Phone Company (fast/high speed)  Phone Company (dial up)

● **Media & Directory Release**

Parents/Guardians can choose to not allow a student's image to be used in outside publications, such as the newspaper or the school/district's social media. Parents/Guardians also have the right to not allow their child's directory information to be released to organizations, such as colleges or military branches (typically applies to older students). If a parent/guardian chooses not to allow the release of both/either item listed above, the parent/guardian must notify Mary Cloud (Grades P-6) or Susan Mahan (Grades 7-12) in writing. Once received, that notice will be applied to the student's record for that full school year. Ms. Cloud can be reached at mary.cloud@ludlow.kyschools.us or 859-261-2100. Mrs. Mahan can be reached at susan.mahan@ludlow.kyschools.us or 859-261-8211.

● **Parent & Student Verifications**

I understand that once my child is enrolled in school, they will receive a copy of the Student Handbook, and that it is available online. This will explain the rules and regulations of the school, as well as the expectations and rights of the students and parents. My child and I will review this document and abide by it. I give my permission for my child to access all components of the district network and release the district from any and all claims and damages of any nature arising from the use of this network.

I authorize MEBS and Associates to provide crisis/emergency intervention and/or counseling services to my child while they are in the care of Ludlow Independent Schools, and it is determined necessary by school personnel. If additional services are needed and/or recommended, I understand that I will be contacted by the school or MEBS and must complete the required additional paperwork to begin such services and participate fully with the identified counselor.

As the legal parent/guardian of the student, I hereby verify that all information provided on this enrollment document is accurate to the best of my knowledge. I understand that I need to contact the school office if any of this information should change.

▶ \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Ludlow Independent Schools

## Home Language Survey

Dear Parent/Guardian:

The purpose of the home language survey (HLS) is to determine the primary or home language of the student. This information is essential in order for schools to provide meaningful instruction for all students. The HLS is part of the statewide identification process required under Section 3113(b)(2) of the Every Student Succeeds Act (ESSA) and 703 KAR 5:070 and the related [Inclusion of Special Populations Guidance](#).

The HLS must be given to all students in grades K-12 upon their initial enrollment in the district as a first screening process to identify potential English learner students. The HLS is administered one time, upon initial enrollment in grades K-12 and remains in the student's cumulative file.

Please note that the answers to the survey below are student-specific. **If a language other than English is recorded for ANY of the required survey questions below, the district is legally obligated to do further assessment of your child to determine if they are eligible for language support.**

Answers will not be used for determining legal status or for immigration purposes. If your child is identified for English language services, you may decline some or all of the services offered to your child.

If you have any questions on how to complete the HLS, please contact your child's school.

Student Information (required):

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Language Background (required):

1. What is the language most frequently spoken at home? \_\_\_\_\_
2. Which language did your child learn when they first began to talk? \_\_\_\_\_
3. What language does your child most frequently speak at home? \_\_\_\_\_
4. What language do you most frequently speak to your child? \_\_\_\_\_

Language for School Communication (not required):

5. In which language would you prefer to receive all school information: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing here, you certify that responses to the four required questions above are specific to your student. You understand that if a language other than English has been identified, your student will be tested to determine if they qualify for language support services, to help them become fluent in English. Students qualifying for language support services are entitled to services as an English learner and will be tested annually to determine their English language proficiency as required by ESSA 1111(b)(2)(G).

### For School Use Only

School personnel who administered and explained the HLS and potential placement of a student into an English language development program if a language other than English was indicated:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# LUDLOW INDEPENDENT SCHOOLS

www.ludlow.kyschools.us

Mary A. Goetz Elementary (P-6)  
512 Oak Street Ludlow, KY 41016

Ludlow High School (7-12)  
150 Adela Avenue Ludlow, KY 41016

Please forward all records to the school:

Grades P-6: Phone: (859) 261-2100 Fax: (859) 655-8793 Email: mary.cloud@ludlow.kyschools.us  
Grades 7-12: Phone: (859) 261-8211 Fax: (859) 655-7536 Email: susan.mahan@ludlow.kyschools.us

## REQUEST TO RELEASE RECORDS

Student Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_  
Month Day Year

Previous School Attended:

\_\_\_\_\_  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip Code

The above named student is presently enrolling at Ludlow Independent Schools.  
Please release the complete school records including:

1. official current transcript
2. grades for the previous grading periods and grades at the time of this withdrawal
3. medical records and immunization certificate
4. any attendance and/or discipline records
5. special education due process records – if any
6. psychological evaluation – if any
7. copies of birth certificate and social security card
8. any school, state, or national assessment results
9. gifted/talented information – if any
10. Other: \_\_\_\_\_

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Title

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*I hereby authorize the release of the above requested school records.*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date Signed