Dear Parent/Guardian,

1) Please complete the attached forms and upload them to the hyperlinks that will be provided to you upon submission of your online registration. Hyperlinks will be sent to the primary email listed in the online pre registration in two separate emails. Hyperlinks do expire. If you receive notification that a link is expired, please email registrar@motsd.org and fresh hyperlinks will be emailed to you. Please include your child's full name in the request.

   Contact Information: Please be sure that all contact information you enter is correct. The main number is the first number that will be called in case of an emergency and therefore it is important that the number listed is one that will readily be answered. All future changes to your contact information should be updated immediately in the parent portal for emergency reasons.

   Email: The primary email (1st email you will list in the preregistration) is the email you will receive important notifications and the email all hyperlinks will be sent to. Please list an email that you check regularly to ensure receipt of all email correspondence.

2) Universal Health Form - This form must reflect a physical that has been completed 365 days prior to entry into our district and must be compliant with all required immunizations for your child.

   *Note*: Students entering Grade 6 must be compliant with the following immunization requirements:

   - DTaP - 3 doses
   - Polio (IPV) - 3 doses
   - MMR - 2 doses
   - Varicella - 1 dose
   - Hepatitis B - 3 doses
   - **Meningococcal** - 1 dose required for children born on or after 1/1/97 given no earlier than ten years of age, *entering 6th grade*.
   - **Tdap** - 1 dose required for children born on or after 1/1/97 *for entrance into 6th grade.*
   - For a complete list of vaccination requirements visit: https://nj.gov/health/cd/imm_requirements

3) School Record (Transcripts) - Records to include all years of secondary education completed up until date of registration. If the student is from another country, we ask that the academic records be professionally translated by an accredited translation agency. School Records should include transcripts, report cards, current schedule, and standardized test scores (IEP or 504 if applicable). We ask for copies of these documents at this time as it can take several weeks for the prior school to forward the documents to us. These documents are essential to us in registering your child in the appropriate classes.

4) Your child's registration is not complete until the necessary documents have been uploaded, reviewed and approved by the registrar's office. You can upload documents at any time and do not need to upload them all at once. Reminder: Hyperlinks do expire. If this occurs, please email registrar@motsd.org and fresh hyperlinks will be emailed to you. Please include your child's full name in the request.

5) All questions regarding registration should be emailed to registrar@motsd.org

**Checklist of required documents for grades 6-8**:

- ☐ **Proof A Residency**: Current Lease/Deed/Tax record
- ☐ **Proof B Residency**: Current Utility Bill (within 30 days), driver's license, auto insurance, voter registration, or other expenditure demonstrating personal attachment to a particular address
- ☐ **Child's Birth Certificate**
- ☐ **Immunization Records** - from physicians office with stamp
- ☐ **Universal Health Form** - part 1 completed by parent/part 2 completed by physician
- ☐ **Transcripts** - (Transcript, report cards, current schedule, standardized test scores) Records to include all years of (secondary) education that have been completed up until date of registration. If the student is from another country, we ask that the academic records be professionally translated by an accredited translation agency.
- ☐ **Request for Records Form** - completed by parent and uploaded to the hyperlink for our staff to act upon
- ☐ **Transportation Form** - completed by parent
- ☐ **IEP / 504** - *If applicable*. Please submit the current copy of these documents.
- ☐ **Transfer Card** - *If applicable.*
  (You may have received this when you signed your child out of their prior school.)

**MOUNT OLIVE TOWNSHIP SCHOOL DISTRICT**
227 US Route 206, Suite 10
Flanders, NJ 07836
(973) 691-4008

## REQUEST FOR TRANSFER OF RECORDS

Former School Name _____ Date _____

Former School Address _____ Grade _____

City, State, and Zip Code _____ School Phone Number _____

Contact at Former School _____ School Fax Number _____

As the Parent/Guardian of _____, I am authorizing **the school listed below** to request all academic and health records for my child from **the school listed above**.

The above student has enrolled in our school. Please send all school records (transfer card, transcripts, report cards, current schedule, standardized test scores, special services (IEP/504), health records, discipline, future course projections and or teacher recommendations) to the school checked below. Thank you for your prompt attention to this matter.

☐ **Chester M. Stephens Elementary School**
99 Sunset Drive
Budd Lake, NJ 07828
Att: Kelly Lippe, Secretary to the Principal
kelly.lippe@motsd.org
Ph: 973-691-4002 Fax: 973-691-4030

☐ **Mountain View Elementary School**
118 Clover Hill Drive
Flanders, NJ 07836
Att: Theresa Basciano, Secretary to the Principal
theresa.basciano@motsd.org
Ph: 973-927-2201 Fax: 973-927-2202

☐ **Sandshore Elementary School**
498 Sandshore Road
Budd Lake, NJ 07828
Att: Joanne Robinson, Secretary to the Principal
joanne.robinson@motsd.org
Ph: 973-691-4003 Fax: 973-691-4027

☐ **Tinc Road Elementary School**
24 Tinc Road
Flanders, NJ 07836
Att: Angela Aaron, Secretary to the Principal
angela.aaron@motsd.org
Ph: 973-927-2203 Fax: 973-927-2200

☐ **Mount Olive High School**
18 Corey Road
Flanders, NJ 07836
Att:Tammy Grossberndt, Guidance
tammy.grossberndt@motsd.org
Gloria Longo, Guidance
gloria.longo@motsd.org
Ph: 973-927-2208 Fax: 973-927-2204

☐ **Mount Olive Middle School**
160 Wolfe Road
Budd Lake, NJ 07828
Att: Sandy Remshifski, Guidance
sandra.remshifski@motsd.org
Ph: 973-691-4006 Fax: 973-691-4029

_____ _____
Parent/Guardian PRINT Parent/Guardian SIGNATURE

*APPENDIX H*

# UNIVERSAL CHILD HEALTH RECORD

*Endorsed by:* *American Academy of Pediatrics, New Jersey Chapter*
*New Jersey Academy of Family Physicians*
*New Jersey Department of Health*

## *SECTION I - TO BE COMPLETED BY PARENT(S)*

| Child's Name *(Last)* *(First)* | Gender ☐ Male ☐ Female | Date of Birth / / |
|---|---|---|

| Does Child Have Health Insurance? ☐Yes ☐No | If Yes, Name of Child's Health Insurance Carrier |
|---|---|

| Parent/Guardian Name | Home Telephone Number ( ) - | Work Telephone/Cell Phone Number ( ) - |
|---|---|---|
| Parent/Guardian Name | Home Telephone Number ( ) - | Work Telephone/Cell Phone Number ( ) - |

***I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.***

| Signature/Date | This form may be released to WIC. ☐Yes ☐No |
|---|---|

## *SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER*

| Date of Physical Examination: | Results of physical examination normal? ☐Yes ☐No |
|---|---|

| Abnormalities Noted: | | |
|---|---|---|
| | Weight *(must be taken within 30 days for WIC)* | |
| | Height *(must be taken within 30 days for WIC)* | |
| | Head Circumference *(if <2 Years)* | |
| | Blood Pressure *(if ≥3 Years)* | |

| **IMMUNIZATIONS** | ☐ Immunization Record Attached<br>☐ Date Next Immunization Due: _____ |
|---|---|

### MEDICAL CONDITIONS

| | | |
|---|---|---|
| Chronic Medical Conditions/Related Surgeries<br>• List medical conditions/ongoing surgical concerns: | ☐ None<br>☐ Special Care Plan Attached | Comments |
| Medications/Treatments<br>• List medications/treatments: | ☐ None<br>☐ Special Care Plan Attached | Comments |
| Limitations to Physical Activity<br>• List limitations/special considerations: | ☐ None<br>☐ Special Care Plan Attached | Comments |
| Special Equipment Needs<br>• List items necessary for daily activities | ☐ None<br>☐ Special Care Plan Attached | Comments |
| Allergies/Sensitivities<br>• List allergies: | ☐ None<br>☐ Special Care Plan Attached | Comments |
| Special Diet/Vitamin & Mineral Supplements<br>• List dietary specifications: | ☐ None<br>☐ Special Care Plan Attached | Comments |
| Behavioral Issues/Mental Health Diagnosis<br>• List behavioral/mental health issues/concerns: | ☐ None<br>☐ Special Care Plan Attached | Comments |
| Emergency Plans<br>• List emergency plan that might be needed and the sign/symptoms to watch for: | ☐ None<br>☐ Special Care Plan Attached | Comments |

### PREVENTIVE HEALTH SCREENINGS

| Type Screening | Date Performed | Record Value | Type Screening | Date Performed | Note if Abnormal |
|---|---|---|---|---|---|
| Hgb/Hct | | | Hearing | | |
| Lead: ☐ Capillary ☐ Venous | | | Vision | | |
| TB (mm of Induration) | | | Dental | | |
| Other: | | | Developmental | | |
| Other: | | | Scoliosis | | |

☐ ***I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.***

| Name of Health Care Provider (Print) | Health Care Provider Stamp: |
|---|---|
| Signature/Date | |

# Instructions for Completing the Universal Child Health Record (CH-14)

## Section 1 - Parent

Please have the parent/guardian complete the top section and sign the consent for the child care provider/school nurse to discuss any information on this form with the health care provider.

The WIC box needs to be checked only if this form is being sent to the WIC office. WIC is a supplemental nutrition program for Women, Infants and Children that provides nutritious foods, nutrition counseling, health care referrals and breast feeding support to income eligible families. For more information about WIC in your area call 1-800-328-3838.

## Section 2 - Health Care Provider

1. Please enter the date of the physical exam that is being used to complete the form. Note significant abnormalities especially if the child needs treatment for that abnormality (e.g. creams for eczema; asthma medications for wheezing etc.)
   - **Weight** - Please note pounds vs. kilograms. If the form is being used for WIC, the weight must have been taken within the last 30 days.
   - **Height** - Please note inches vs. centimeters. If the form is being used for WIC, the height must have been taken within the last 30 days.
   - **Head Circumference** - Only enter if the child is less than 2 years.
   - **Blood Pressure** - Only enter if the child is 3 years or older.

2. **Immunization** - A copy of an immunization record may be copied and attached. If you need a blank form on which to enter the immunization dates, you can request a supply of Personal Immunization Record (IMM-9) cards from the New Jersey Department of Health, Vaccine Preventable Diseases Program at 609-826-4860. The Immunization record must be attached for the form to be valid.
   - "Date next immunization is due" is optional but helps child care providers to assure that children in their care are up-to-date with immunizations.

3. **Medical Conditions -** Please list any ongoing medical conditions that might impact the child's health and well being in the child care or school setting.

   a. Note any significant medical conditions or major surgical history. **If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow.** A generic care plan (CH-15) can be downloaded at www.nj.gov/health/forms/ch-15.dot or pdf. Hard copies of the CH-15 can be requested from the Division of Family Health Services at 609-292-5666.

   b. **Medications -** List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

      PRN Medications are medications given only as needed and should have guidelines as to specific factors that should trigger medication administration. *Please be specific about what over-the-counter (OTC) medications you recommend, and include information for the parent and child care provider as to dosage, route, frequency, and possible side effects. Many child care providers may require separate permissions slips for prescription and OTC medications.*

   c. **Limitations to physical activity -** Please be as specific as possible and include dates of limitation as appropriate. Any limitation to field trips should be noted. Note any special considerations such as avoiding sun exposure or exposure to allergens. Potential severe reaction to insect stings should be noted. Special considerations such as back-only sleeping for infants should be noted.

   d. **Special Equipment** – Enter if the child wears glasses, orthodontic devices, orthotics, or other special equipment. Children with complex equipment needs should have a care plan.

   e. **Allergies/Sensitivities -** Children with life-threatening allergies should have a special care plan. Severe allergic reactions to animals or foods (wheezing etc.) should be noted. Pediatric asthma action plans can be obtained from The Pediatric Asthma Coalition of New Jersey at www.pacnj.org or by phone at 908-687-9340.

   f. **Special Diets** - Any special diet and/or supplements that are medically indicated should be included. Exclusive breastfeeding should be noted.

   g. **Behavioral/Mental Health issues** – Please note any significant behavioral problems or mental health diagnoses such as autism, breath holding, or ADHD.

   h. **Emergency Plans -** May require a special care plan if interventions are complex. Be specific about signs and symptoms to watch for. Use simple language and avoid the use of complex medical terms.

4. **Screening** - This section is required for school, WIC, Head Start, child care settings, and some other programs. This section can provide valuable data for public heath personnel to track children's health. Please enter the date that the test was performed. Note if the test was abnormal or place an "N" if it was normal.
   - For lead screening state if the blood sample was capillary or venous and the value of the test performed.
   - For PPD enter millimeters of induration, and the date listed should be the date read. If a chest x-ray was done, record results.
   - Scoliosis screenings are done biennially in the public schools beginning at age 10.

   This form may be used for clearance for sports or physical education. As such, please check the box above the signature line and make any appropriate notations in the Limitation to Physical Activities block.

5. Please sign and date the form with the date the form was completed (note the date of the exam, if different)
   - Print the health care provider's name.
   - Stamp with health care site's name, address and phone number.

# Mt. Olive Township Schools - Transportation Office
# Office: (973) 691-4005

## Transportation Request Form - SY 2023/24

Type of request: ☐ NEW TRANSPORTATION Fill in Section 1 AND Section 3
☐ ADDRESS CHANGE Fill in Section 2 AND Section 3

**Section 1 New Student Information:**

Students Name: _____ Grade: _____ Birth Date: _____

Home Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Moms Work Phone: _____ Fathers Work Phone: _____

Moms Cell Phone: _____ Fathers Cell Phone: _____

EMERGENCY CONTACT WHO CAN PICK UP YOUR STUDENT IN AN EMERGENCY: (other than parent/guardian)

NAME _____ PHONE NUMBER _____

School Attending: ☐ High School ☐ Middle School ☐ Sandshore ☐ Tinc ☐ Mountain View ☐ CMS Elementary

**What is the date that the information on this transportation request form becomes effective?:**

**Section 2 Address Change:**

Students Name: _____ Grade: _____ Birth Date: _____

Old Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

New Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Nearest Intersection: _____

New Home Phone: New Work Phone:

**Section 3 if Applicable:**

Student has: ☐ Pending IEP ☐ Active IEP ☐ Pending 504 ☐ Active 504

Parent/Guardian Signature: _____ Date Signed: _____

School Representative: _____ Date Received: _____

**NOTICE: PLEASE ALLOW A MINIMUM OF 4-5 SCHOOL DAYS TO IMPLEMENT**