# **New Student Information Check-Off List**

### Submit the following information to the School Office upon enrolling at a Pamlico County School

- The school name, school address, telephone number, and fax number of previous school
- Student Birth Certificate
- Parent/Guardian's Driver's License
- Transferring student Affidavit for Admissions (to be signed and notarized in the school office).
- A report card from previous school, if available
- o If a student is living with a guardian, legal documentation must be presented
- Proof of Address (example: water bill, light bill, etc.)
- Custody documents such as court orders between biological parents or foster care documentation (if applicable)
- Updated Immunization Record
- If a student has an IEP, please have a copy of those records for enrollment (confidential records)
- If student has a 504 Plan, please have a copy for enrollment (confidential records)
- Complete all enrollment forms:
  - 1. Student Enrollment Form
  - 2. Request for Records (Release of Information)
  - 3. Internet Student Contract
  - 4. FERPA Form
  - 5. Military Connected Form
  - 6. Student Media Opt-Out Form
  - 7. Residency Questionnaire
  - 8. Required Health Assessment Transmittal Form
  - 9. Required Updated Immunization Record
  - 10. Home Language Survey Form
  - 11. Notification of Services Support
  - 12. NC Occupational Survey
  - 13. Transportation Form
  - 14. AFFIDAVIT FOR ADMISSIONS (to be signed and notarized in the school office) **NOTE: Failure to follow this checklist may delay the enrollment process at this school.**



# **Pamlico County Schools**



## STUDENT ENROLLMENT FORM

School Year \_\_\_\_\_

	ST	UDENT I	NFORMA	ΓΙΟΝ		
	The Legal Nam	child's Bi	dent is the na rth Certificat print clearly.	nme printed on the e.		
Legal Last Name		Legal First Name		Legal Middle Name	Student ID# (	Office Use)
Ethnicity	Student's Race (check all that apply)	n Native		Date of Birth (mm/dd/yyyy)	Student's G □ Male □	
□Hispanic/Latino	□ Native Hawaiian/Pacific □ Black/African American □ Asian	<ul> <li>Native Hawaiian/Pacific Islander</li> <li>Black/African American</li> </ul>			Year	
□Non-Hispanic/ Non-Latino	1		Home Phone			
Country of Birth (if other than US)			Has the student ever attended Pamlico County Schools?			
Student's Street Addro	ess		Apt. No.	Name of Previous School atte Date last attended	nded and	
				Last School's City, State, Zip		
City		State Zip Code		Current IEP for Special Education Services?	□ Yes	□ No
Mailing Address (if di	fferent from Street Address)			Current 504 plan Who does the child live wit	□ Yes	□ No
				Relationship		
				Custody Issues? Documents Provided? Is this a Foster Child?	□ Yes □ Yes □ Yes	□ No □ No □ No
		<u>Offic</u>	e Use Only:			
Language Survey Reco Cumulative Folder i Nurse Health Sheets	n order	onnect Inforn A/IT notified of Provided	of enrollment □Custody Ord	o     Homeless     Yes     No       □Documents sent to Central C       □Completely Scheduled	Office, if need	led

## PARENT/GUARDIAN INFORMATION

Please note that the names listed on the Birth Certificate as parents, will be listed on the student's record whether or not they have involvement in the child's life. Contacts listed and Legal Documents presented, will determine who has authority to have contact with/pick up the student.

<u>Filterer</u> 5 Eustralise Filterer		Can Pick Uj	p?	<u>Father</u> 's Last/First/Middle Name			Deceased? □Yes □No Can Pick Up? Yes No		
					Street Address				
		State	Zip		City		State		Zip
		Employer			Email Address		Employer		
	Cell Phone	<u> </u>	Work Phone	e	Home Phone	Cell Pho	ne N	Work Phon	e
		□Legal		-		Other:			
e Name			Relationsl	hip	Email Address		I	Employer	
				City		Sta	te Z	Zip	
		Cell Ph	one		Work Phone	I	Æ	Additional	Number
□Fost	er Parent	□Lega	l Guardian	□Age	ncy Care 🗆 🗆 🔿	Other:			
e Name			Relationsl	hip	Email Address		I	Employer	
				City		Sta	te Z	Zip	
		Cell Ph	one		Work Phone		A	Additional	Number
		0	THER CHII	LDREN IN	THE HOUSEHO	LD			
	Child 1		(	child 2		Child 3		Child	4
	Please pr	ovide any in	formation you	u feel woul	d benefit the schoo	l in the educa	tion and car	e of your ch	nild.
	□Fost e Name	Cell Phone  Foster Parent  Foster Parent  Name  Child 1  Child 1	State Employer Cell Phone Cell Phone IFoster Parent ILegal e Name Cell Ph ILega Cell Ph ILega Cell Ph ILega Cell Ph Cell Ph	State Yes   Cell Phone Work Phone   Cell Phone Work Phone   Foster Parent Legal Guardian   e Name Cell Phone   Cell Phone Relationsl   IFoster Parent Legal Guardian   e Name Cell Phone	State	Image: Street Address         Yes       No         Can Pick Up?       Yes         Yes       No         Street Address         Cell Phone       Employer         Cell Phone       Work Phone         Home Phone         Foster Parent       Legal Guardian         IFoster Parent       Legal Guardian         Cell Phone       Relationship         Email Address         City         Cell Phone         Ver Phone         Cell Phone         Cell Phone         Ver Phone         Cell Phone         Cell Phone         Cell Phone         Cell Phone         Ver Phone         Cell Phone         Ver Phone         Cell Phone         Cell Phone         Ver Phone         Cell Phone         Ver Phone         City         City         City         Cell Phone         Ver Phone         OTHER CHILDREN IN THE HOUSEHO         OTHER CHILDREN IN THE HOUSEHO         Child 1       Child 2         Child 1       Interereree	Image: Constraint of the second street of	Image: State       Yes <on>       No       Street Address         State       Zip       City       State         Employer       Email Address       Employer         Cell Phone       Work Phone       Home Phone       Cell Phone       Yes         Cell Phone       Work Phone       Home Phone       Cell Phone       Yes         Cell Phone       Relationship       Email Address       Imployer         Poster Parent       ILegal Guardian       □Agency Care       Other:      </on>	Image: Solution of Notice Andrews       Image: Solution of Notice Andrews       Image: Solution of Notice Andrews         Street Address       Street Address       Employer         State       Zip       City       State         Employer       Email Address       Employer         Cell Phone       Work Phone       Home Phone       Cell Phone       Work Phone         EFoster Parent       ILegal Guardian       Agency Care       Other:

### **EMERGENCY CONTACT INFORMATION**

Please list individuals who have permission to pick up the student in the event of illness, early dismissal, emergencies, etc.

Please list them in the order you'd like them called.

Contact #1 Name	Relationship	Address	City	Zip Code
Home Phone	Work Phone		Cell Phone	
Contact #2 Name	Relationship	Address	City	Zip Code
Home Phone	Work Phone		Cell Phone	
Contact #3 Name	Relationship	Address	City	Zip Code
Home Phone	Work Phone		Cell Phone	
Contact #4 Name	Relationship	Address	City	Zip Code
Home Phone	Work Phone	Work Phone Ce		
Contact #5 Name	Relationship	Address	City	Zip Code
Home Phone	Work Phone		Cell Phone	
Contact #6 Name	Relationship	Address	City	Zip Code
Home Phone	Work Phone		Cell Phone	
Contact #7 Name	Relationship	Address	City	Zip Code
Home Phone	Work Phone		Cell Phone	

If used as a change form instead of initial enrollment form, indicate the date of change and parent/guardian's name who requested the changes here: Changes Requested by \_\_\_\_\_\_ Date \_\_\_\_\_.



**RELEASE OF INFORMATION** 



# Pamlico County Primary School

# Savannah Alexander, Principal 323 Neals Creek Rd, Bayboro, NC 28515 252-745-3404 Fax 252-745-3118

To:	 _ (previous school)	
	 Fax #	

Please send the cumulative records, including health records/assessment, transcript of grades and attendance records, psychologicals/confidentials and any other pertinent school data of the student(s) listed below:

Name:	DOB	Grade	
Thank You,			
Data Manager			
I hereby authorize the release of the al School.	bove records and	d information to Pamlico	County Primary

Signature of Parent/Guardian

Date

The information contained in this facsimile message is confidential and intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone at 252-745-4611. Thank You!



Regulations and Procedures 5450-5452

## PAMLICO COUNTY SCHOOLS INTERNET STUDENT CONTRACT AND PARENTAL CONSENT FORM

Directions: After reading Board Policies 5450 - Internet Access, 5451 - Appropriate Internet Use, and 5452 - Student Internet Use in the Student Parent Handbook, please read and fill out the following contract completely and legibly. The signature of the parent or guardian is required. Please return to office.

See Board Policies online at <u>https://www.pamlicoschools.org/</u>

### Student Contract

I have read School Board Policies 5450-5452. I understand and will abide by the stated rules and regulations. I further understand that violation of these rules and regulations may result in evocation of my access privileges, school disciplinary and /or appropriate legal action.

User Name (please print)	Grade
User Signature	Date
Student ID Number	

### Parental Consent Form

As the parent/guardian of this student, I have read Board Policies 5450-5452. I understand that access of the Internet is designed for educational purposes and that all students will be supervised and monitored. I recognize it may be impossible to prevent accidental access to controversial of offensive materials. However, I also believe that the valuable information and interaction on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Pamlico County Schools. I hereby give my permission to allow my child access to the Internet. I understand that my child may continue this access as long as the rules and regulations described in Board Polices 5450-5452 are followed.

Parent Signature	 Date	





Parents and guardians have the right to opt-out of sharing directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

## Schools use directory information to publish items such as yearbooks, honor roll, newsletters, and graduation

announcements and social media posts. This also includes information about opportunities for scholarship programs and colleges to be sent to you when your child reaches the appropriate age level.

Directory information may include student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports and photograph. A school may disclose directory information to third parties, for non-commercial use only.

For more information on directory information https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Please provide an answer to the following required question. If this form is not returned, students will not be removed from sharing directory information.

Do you grant permission to allow directory information to be shared for noncommercial purposes?

Student Name:

School: \_\_\_\_\_ Grade: \_\_\_\_\_



Yes, I give permission.

No, I do not give permission. (Your student WILL NOT be included in the yearbook, honor roll announcements, newsletters, graduation announcements and social media posts)

Parent/Guardian Signature:\_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_\_Da





Is an immediate family member of your child connected to the U.S. Military, including Active Duty, National Guard and Reserves, Retired Military, Disabled Veteran or Civil Service Employee?

"Immediate family member" is defined as a parent, step-parent, sibling, guardian or any other person that would normally live in the same household as the child.

Student Name	Grade	Homeroom
<b>No</b> (If no, skip to signature and	return to office)	

\_\_\_\_ Yes (If yes, please complete form and return to office)

Relationship	Branch	Grade	Military Installation

Branch: Air Force, Coast Guard, Marine Corps, Navy

Status Options: Active Duty, National Guard, Reserves Retired Military, Disabled Veteran, Federal Civil Service

**Grade**: Enlisted (E-1 through E-9), Officer (O1 through O-10), Warrant Officer (W-1 through W-5) **Installation**: The facility where the service member fulfills their duty role in the military. (e.g. Camp Lejeune, Cherry Point, etc.)

**Parent/Guardian Signature** 

Date



# Pamlico County Schools



# Student Media Opt-Out Form

A parent may withhold permission to have a student photographed, videotaped, and/ or audiotaped during school-sponsored activities, learning experiences, and/or media events. In addition, permission may also be withheld for publication of student artwork or writing.

As the parent or guardian of the student identified below, I understand that if I opt-out, my child will **not** be included in pictures taken by school staff, students, or anyone outside the school, including commercial photographers and the media, nor will my child's picture be part of a school yearbook, memory book, memory video, sports team, club, or any other medium. Furthermore, my child's artwork or writings will not be published.

# *If this form is not signed and returned, parental permission for publication is implied.*

# (Note: This does not include videotaping by security cameras in school or on school buses.)

If you <u>do not</u> want your child to be photographed, videotaped and/or audiotaped, check the box below and sign:

**DO NOT** allow my child to be photographed, videotaped and/or audio taped during school-sponsored activities and/or learning experiences. In addition, DO NOT, publish my child's work in a public medium.

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

School:\_\_\_\_\_

Parent Name:	
Parent Signature:	
Date:	



# Pamlico County Schools

## **ENROLLMENT FORM - RESIDENCY QUESTIONNAIRE**

Name of Student:				
	Last	First		Middle
Gender:   Male	Date of Birth:	/ /	Grade:	
	Month		(preschool-12)	
Address:				
Phone:				
may be able to re McKinney-Vento A documents no	ceive under the Mck Act are entitled to im rmally needed, such	Kinney-Vento A Imediate enro In as proof of re Is who are pro	Act. Students wh Ilment in school e esidency, school tected under the I	rvices you or your child o are protected under the even if they don't have the records, immunization McKinney-Vento Act may ervices.
Where is the	e student currently I	iving? (Please	e check <u>one</u> box.)	
hardship □ In a hotel □ In a car, p	ther family or other pe (sometimes referred t	to as "doubled∙ npsite	·up")	or as a result of economic
🗌 In perma	nent housing			
Print name of Paren Stude	t, Guardian, or nt (for unaccompanied ;		re of Parent, Guardia Student (for una	an, or ccompanied youth)
Date				

January 2016rev

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PUBLIC SCHOOLS OF NORTH CAROLINA State Board of Education | Department of Public Instruction

## NORTH CAROLINA HEALTH ASSESSMENT TRANSMITTAL FORM

This form and the information on this form will be maintained on file in the school attended by the student named herein and is confidential and not a public record.

(Approved by North Carolina Department of Public Instruction and Department of Health and Human Services)

PARENT to COMPLETE THIS SECTION					
Student Name:					
(Last)	(First) (Mid	dle)			
Birthdate (M/D/YYYY):	School Name:				
Home Address:	City:	State:	County:		
Parent Information: Name of Parent, Gu	ardian, or person standing in	Telephone(s)			
loco parentis:		Home:			
		Work:			
		Cell Phone:			
Health Concerns to be shared with authority assigned do		rators, teachers, and other school	personnel who require such		
information to perform their assigned du	ities):				
	EALTH CARE PROVIDER TO C	COMPLETE THIS SECTION			
Medications prescribed for student:					
Student's allergies, type, and response r	equired:				
Special diet instructions:					
Health-related recommendations to enh	ance the student's school perfo	mance:			
Vision screening information:					
Passed vision screening:  Yes No Concerns related to student's vision:					



			RTH CAROLINA nent of Public Instructio	n	
January 2016rev     XM       Hearing screening information:     Passed hearing screening:     Yes □ No       Concerns related to student's hearing:					
Recommendations, concerns, or need	s related to stud	ent's health and	required school follo	ow-up:	
School follow-up needed: 🗌 Yes 🗌 N	0				
Medical Provider Comments:					
Please attach other applicable school	health forms:				
Immunization record attached: School medication authorization form attac Diabetes care plan attached: Asthma action plan attached: Health care plans for other conditions atta	ched:				
Health Care Professional's Certification I certify that I performed, on the student r physical examination with screening for vis form is accurate and complete to the best	named above, a hea sion and hearing, a				
Name:			Titl	e:	
Signature:				te (m/d/yyyy):	
Practice/Clinic Name:			Da Practice/Clinic Ad	te of Exam (if Different): dress:	
Practice/Clinic City:	State:	Zip:	Phone:	Fax:	
Provider Stamp Here:					





Pamlico County Primary School

323 Neal's Creek Rd Bayboro, North Carolina 28515 Phone: (252)745-3404 Fax: (252)745-3118



Letter to Parent Regarding the Required NC Health Assessment/Immunizations

Dear Parent(s):

The state of North Carolina requires that all public schools verify that every student has completed the required health assessment and received the required immunizations; this assures the students' health and safety along with the community's. Each parent/legal guardian is responsible for ensuring that their child has these required documents, before entering school.

Every pre-kindergartener, kindergartener, and new-entry student must submit a completed "North Carolina Health Assessment Transmittal Form", within 30 calendar days of the first day of school. A student who fails to meet this requirement will not be permitted to attend school until the health assessment form has been presented. Though this assessment is a requirement, it is also very beneficial to your child's health and well-being. The health assessment provides us with information regarding your child's medical status/history which will help us to better serve them and their needs while they are at school. North Carolina law requires all public school systems to have this documentation on file for each and every student. Therefore, there will be no exceptions for this deadline.

In addition to the required health assessment, you must also make sure that your child's immunization record is complete and up-to-date. Each and every student must have their immunization record complete and up-to-date within 30 calendar days of the first day of school. A student who fails to meet this requirement will not be permitted to attend school until the immunization records have been presented. North Carolina law requires all public school systems to have this documentation on file for each and every student. Therefore, there will be no exceptions for this deadline, other than for medical and/or religious reasons. For more information regarding immunizations, you can contact your child's doctor and/or visit the North Carolina Health and Human Services website at http://www.immunize.nc.gov/schools/k-12.htm.

If you have any questions or concerns regarding the required health assessment and/or the required immunizations, please contact Allison Ormond at 252-745-3404.

Thank you for your cooperation,

allison Orni

Allison Ormond, RN, MSN, NCSN PCPS School Nurse





# Pamlico County SchoolsNorth Carolina Home Language/Immigrant Survey Form

#### **Directions:**

1. Parents/guardians of all new students (including preschool and Kindergarten) complete this form at the time of enrollment and record all information requested. Provide interpreting services whenever necessary.

#### 2. Ensure that all questions on the form are completed.

3. If ANY of the questions indicate a **language other than English, or a Country of Birth other than the United States**, forward a copy of the form to the Central Office, attn: Nancy Ross.

#### 4. Place the original form in the student's cumulative folder.

Student Information				
First Name:	Last Name:			
Country of Birth:	Date <b>first</b> enrolled in <b>any</b> U.S. school (Private or Public, but not PreK) <i>Indicate if</i> <i>the student left the U.S. for a school year(s):</i>	Date of Birth:		
Current School:	School Enrollment Date:	Current Grade:		

Questions for Parents/Guardians*	Parent Response
What language(s) is (are) spoken in your home?	
Which language did your child learn first?	
Which language does your child use most frequently at home?	
In what language do you most frequently speak to your child?	
In what language would you prefer to get information from the school?	

### 

Determination	
The student's home language	Language:
If the language is other than English, the English language proficiency test should be administered	Administer the English Language Proficiency Test Circle: Yes or No
Does this student qualify as an immigrant?	

### Pamlico County Schools Savannah Alexander, Principal Jacklyn Denney, Assistant Principal 323 Neals Creek Rd, Bayboro, NC 28515 252-745-3404 Fax 252-745-3118

### Notification of Services Support

We would like to be sure that your child receives any special help to which he/she is entitled. Please answer the following questions:

My student \_\_\_\_\_\_has been receiving services in a special program.

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes, please check the condition or conditions for which special services were provided.

EC (Exceptional Children)
504 Plan
LEP (Limited English Proficiency)
Medical (Health Plan)
Foster Care Placement
Other

Parent/Guardian Signature:	Date:
	Dute:



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

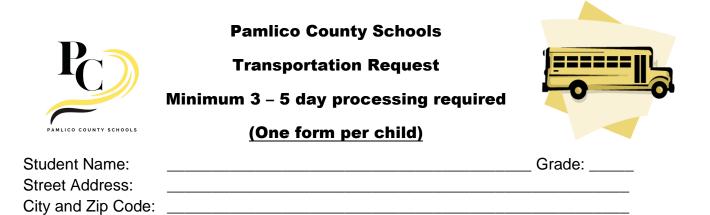
RANTEDUCAN

WWW.NCPUBLICSCHOOLS.ORG

Occupational Survey							
Student Name	:						
	Last Name	Fir	st Name		OATH CAROLIN		
School:			Grade:				
instructional servic fishing work. We a	The Migrant Education Program, through the North Carolina Department of Public Instruction, provides support and instructional services to children and families who have moved in the past three years and who have done agriculture or fishing work. We appreciate your help in determining if your children or relatives qualify to receive services in this program. Please answer the following questions and return the survey to the school.						
<ol> <li>Have you or someone in your family worked in any of the following areas below in the last three years?         <ul> <li>No</li> <li>Yes (Select all that apply and continue to question number 2)</li> </ul> </li> <li>Have you or your family moved to another school district or to another city or county in the last three years?             <ul> <li>No</li> <li>No</li> </ul> </li> </ol>							
tobacco, sweet potatoes, nuts, cotton, or in cannery or			in a fruit or vegetable r in a fruit or vegetable packing plant	Working in a dairy	Working in a fishery or on a shrimp or catfish farm		
Working in a slaughter house (chicken, cow, or pig)	Working on a poultry or hog farm	Working in a plant nursery or orchard; growing or harvesting trees		t in agriculture, please	e 		
4. Parent(s)	ago did you arrive ' Name(s) our current addres		Month	Year -			
Address							
City	State	Zip Code					
6. Phone Nu	ımber(s):						

### FEDERAL PROGRAM MONITORING & SUPPORT DIVISION

6351 Mail Service Center, Raleigh, North Carolina 27699-6351 | (919) 807-3957 | Fax (919) 807-3968 AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



Only one AM and PM stop is designated for your child. If daily arrangements are
needed, it will be the parent's responsibility to provide them. If a change is made during
the school year, a new transportation form request must be submitted and approved
before the child is allowed to ride any other bus. The new request will void any previous
transportation requests. Please check all information to make sure this is the schedule
you want for your child.

Telephone Number (s):

Please Check:

AM STOP ADDRESS	
_ PM STOP ADDRESS _	

I authorize the following person(s) to receive my child (Pre-K to 3rd grade) at the bus stop.

Name:

Phone:

\_\_\_\_\_

PUBLIC LAWS GOVERNING PUPIL TRANSPORTATION § 115C-244. Assignment of pupils to school buses.

The superintendent or superintendent's designee shall assign the pupils and employees who may be transported to and from school upon the bus or buses assigned to each school and shall implement and enforce the plan developed under G.S. 115C-246. No pupil or employee shall be permitted to ride upon any school bus to which such pupil or employee has not been so assigned by the superintendent or superintendent's designee, except by the express direction of the superintendent or superintendent's designee.

Parent/Guardian Sig	nature:		Date:	
		ENT USE ONLY:		
Student ID:	Stop ID:	AM Bus #:	PM Bus #:	-
Department Approval:			Date:	
	Phone: 252-745-460	01 Fax: 252-745-30	16	