

ENROLLMENT PROCEDURE AT FARMINGTON HIGH SCHOOL

Step 1:

Complete and submit registration packet to Farmington High School Counseling Office which includes:

- Enrollment Form
- Request of Records
- Transportation Form
- Home Language Questionnaire
- Emergency and Medical Information Forms
- Acceptable Use Consent/Consent to Publish Form
- Student Transfer Form Questionnaire
- Food Service Information/Free & Reduced Lunch Application (available after July 1st for the upcoming school year)
- Instructions for electronic iPad Loan Agreement and Insurance Payment
- Submit copy of birth certificate
- Submit copy of proof of residency

Step 2:

After the student's academic records are received by the high school counseling office, an appointment may be scheduled with the School Counselor. Transcripts and immunization form may be brought directly to counseling office or faxed to the counseling office at 651-252-2530.

Step 3:

Meet with counselor to set up class schedule, receive iPad and tour the building. Counselors will not meet with prospective students until a transcript, special education records (if applicable) and immunization record are received.

Barbara Walker	A - Di
Louis Usanase	Do - Je
Alyssa Belko	Ji - Mo
Jerry Pfau	Mu - Se
Chelsy Newman	Sh - Z

Other phone numbers:

Chartwells Food Service Office	651-463-5025
Marschall Line Bus Company	651-463-8689
Farmington High School Activities/Athletic Office	651-252-2514



For office use only							
School	First Day of Enrollment	Last Location of Attendance	Entry Code	Grade	FT or PT	SAC	Resident District
Student Information							
Student Last Name:		First Name:		Middle Name:		Nickname:	
Birth Date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Entering Grade:		Start Date:			
Resident District:			If not a resident of ISD192, has an Open Enrollment Agreement been completed and sent to Student Services? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If a resident of ISD192, please provide Proof of Residency (Utility Bill, Letter from a Government Agency, Lease Agreement or Purchase Agreement [Dated within 60 days of enrollment, signed and showing the purchase date]).							
Have you moved into this school district within the last 36 months for temporary or seasonal agricultural or fishing work? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Early Childhood Screening is required for your child's entry into public school kindergarten. Has your child completed screening (3-5 years old) with ISD192? <input type="checkbox"/> Yes <input type="checkbox"/> No - In which District was your child screened?							
Has your child previously attended a Minnesota School? <input type="checkbox"/> Yes - Name of District: _____ Year(s): _____ <input type="checkbox"/> No							
Has your child ever registered under a different name? <input type="checkbox"/> Yes - Previous name: _____ <input type="checkbox"/> No							
A copy of your child's birth certificate is required for registration. Have you previously submitted a copy of your child's birth certificate to District 192? If not, please submit a copy with your registration. <input type="checkbox"/> Yes <input type="checkbox"/> No							
Kindergarten Only							
Farmington Area Public Schools provides a full-day Kindergarten program for its students and your Kindergarten student is automatically registered with the submission of this form. Minnesota statute grants parents the right to an alternative half-day program instead. If you desire to place your child in this half-day alternative, please indicate here. <input type="checkbox"/> Yes <input type="checkbox"/> No							
Primary Household				Date Moved In:			
Address:		City:		State:	Zip:	Home Phone:	
Primary Household Adult 1							
Last Name:	First Name:	Middle Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Other Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Work			
Relationship to Student:		Date of Birth:		E-mail Address:			
Primary Household Adult 2							
Last Name:	First Name:	Middle Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Other Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Work			
Relationship to Student:		Date of Birth:		E-mail Address:			

Please Complete Next Page ➡

Other Children/Members in Primary Household

Last Name:	First Name:	Middle Name:	Gender:	Relationship to Student:	Birth Date:
			<input type="checkbox"/> Male <input type="checkbox"/> Female		
			<input type="checkbox"/> Male <input type="checkbox"/> Female		
			<input type="checkbox"/> Male <input type="checkbox"/> Female		
			<input type="checkbox"/> Male <input type="checkbox"/> Female		

Additional Household

Date Moved In:

Address:	City:	State:	Zip:	Home Phone:
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Additional Household Adult 1

Last Name:	First Name:	Middle Name:	Gender:	Other Phone:	
			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Cell <input type="checkbox"/> Work	
Relationship to Student:		Date of Birth:	E-mail Address:		

Additional Household Adult 2

Last Name:	First Name:	Middle Name:	Gender:	Other Phone:	
			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Cell <input type="checkbox"/> Work	
Relationship to Student:		Date of Birth:	E-mail Address:		

Other Children/Members in Additional Household

Last Name:	First Name:	Middle Name:	Gender:	Relationship to Student:	Birth Date:
			<input type="checkbox"/> Male <input type="checkbox"/> Female		
			<input type="checkbox"/> Male <input type="checkbox"/> Female		
			<input type="checkbox"/> Male <input type="checkbox"/> Female		
			<input type="checkbox"/> Male <input type="checkbox"/> Female		

Emergency Contacts (Other than those listed above)

Name:	Work Phone:	Cell Phone:	Home Phone:	Relationship to Student:

Medical Information

Health Conditions and Allergies: _____

Daily Medication(s): _____

Taken For: _____

- Parent permission and a doctor's order are required to administer medications, including over-the-counter medications. Permission forms are available in the health office and on the district website (www.farmington.k12.mn.us).
- If your child becomes ill or injured the school will attempt to call the parent/guardian at home or at work. If you cannot be reached the school will attempt to call one of the emergency numbers listed above.
- In case of serious accident/injury/illness, 911 will be called if necessary.
- To ensure the safety of your child this information may be shared with school district or emergency personnel.

Please Complete Next Page ➤

Federal Designations

*Racial/Ethnic Background of Student (Check ONLY one box):

- ☐ American Indian or Alaska Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☐ Black, not of Hispanic origin
- ☐ White, not of Hispanic origin

Federal Race/Ethnicity categories required by No Child Left Behind. Complete Parts A and B:

Part A – Check ONLY one:

- ☐ No, not Hispanic/Latino
- ☐ Yes, Hispanic/Latino

Part B – Check ALL that apply:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

* Home Primary Language (see information on last page) In order to help your child learn, your child's teachers need to determine which language your student uses most. Please answer the following questions:

Which language did your child learn first?

☐ English ☐ Other (specify): _____

Which language is most often spoken in your home?

☐ English ☐ Other (specify): _____

Which language does your child usually speak?

☐ English ☐ Other (specify): _____

Country of Birth: _____

If born outside of USA:

Date of entry to USA: _____

Date of first enrollment in USA School: _____

Has this student completed three or more years of school in the USA?

☐ Yes ☐ No

American Indian Students Only

In order to apply for a formula grant under the Indian Education Program, your child's district must determine the number of Indian children enrolled. Any child who meets the following definition may be counted for this purpose. You are not required to complete or submit this information to the district. However, if you choose not to submit the information, the school cannot count your child for funding under the program. This form will become part of your child's school record and will not need to be completed each year. This information will be maintained at the school and information will not be released without your written approval. **Definition: Indian means any individual who is (1) a member (as defined by the Indian tribe or band) of an Indian tribe or band, including those Indian tribes or bands terminated since 1940, and those recognized by the State in which the tribe or band reside; or (2) a descendent in the first or second degree (parent or grandparent) as described in (1) or (3) considered by the Secretary of the Interior to be and Indian for any purpose; or (4) an Eskimo or Aleut or other Alaska Native; or (5) a member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.**

Name of Tribe, Band or Group: _____ Tribe, Band or Group is: (check one below)

- Federally recognized incl. Alaska Native
- State recognized
- Terminated
- Organized Indian Group Meeting #5 above

Name of individual with tribal membership: _____

Individual named is • Child • Child's parent • Child's Grandparent

Proof of membership or enrollment number (if readily available) _____ OR other (explain) _____

Name and address of organization maintaining membership for the tribe, band or group:

Please Complete and Sign Next Page ➡

Additional Student Information (Optional)

Is this student:

- ☐ Homeless
- ☐ Ward of the State
- ☐ Immigrant
- ☐ Foreign Exchange
- ☐ Military-Connected Youth

Does your child receive any services in the following areas? Check all that apply:

- ☐ Special Education - Individual Education Plan (IEP)
- ☐ ADA Section 504 Plan (Includes Health Plans)
- ☐ Title-I
- ☐ English Learner (EL)
- ☐ Gifted/Talented
- ☐ Other _____

I hereby verify that the above information is true and correct to the best of my knowledge and belief. I understand that completing this form enrolls my student in the Farmington Area Public Schools and grants permission to obtain all student records pertaining to my child.

Parent/Guardian Signature:

Date:

EXPLANATION OF PRIVATE INFORMATION REQUESTED ON THIS FORM

In accordance with the Federal Data Privacy Act of 1974 and the State of Minnesota Privacy Law, you are not required to provide the information noted with an asterisk (*). There will be no adverse effect on you or your student if you do not choose to provide it. However, your cooperation in providing this information will ensure its accuracy and help to facilitate equitable educational opportunities for all students. Be assured that we will use the information in a manner that respects the privacy of our students and families.

***Home Primary Language:** In order to assist school districts to provide equal opportunity for a meaningful education to all students, Minnesota law requires that schools count and report the primary language of their students.

***Racial/Ethnic Background:** This information is needed to comply with state and federal reporting requirements relating to equity in education. Your cooperation in providing this information will ensure that we have accurate data on your child.

Farmington

AREA PUBLIC SCHOOLS



RELEASE OF STUDENT RECORDS

TO THE RECEIVING SCHOOL OR INSTITUTION: Please release the following information:

- Official Transcript
- Grades at Withdrawal
- Standardized Test Scores including MN GRAD test scores
- Health/Immunization Records/Sports Physical
- Special Education Information (if applicable)
- Discipline/Attendance Information

PREVIOUS SCHOOL OR AGENCY

Name		
Street Address		
City	State	Zip
Phone	Fax	

STUDENTS LEGAL NAME

Date of Birth	Grade in School
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RETURN THE REQUESTED INFORMATION TO:

Kim Chambers, Registrar
Phone: (651) 252-2517
Fax: (651) 252-2530
kchambers@farmington.k12.mn.us

PLEASE FAX RECORDS TO (651) 252-2530
or E-MAIL TO kchambers@farmington.k12.mn.us

DO NOT MAIL ORIGINAL FILE

Principal Jason Berg

20655 Flagstaff Avenue Farmington, Minnesota 55024 | Phone: 651-252-2501 | Fax: 651-252-2530

*Theresa Agenter, Assistant Principal~Lowell Miller, Assistant Principal~Dan Pickens, Assistant Principal~Bill Tshida, Athletics Director
Keri Olafson, Counselor~Chelsey Newman, Counselor~Jerry Pfau, Counselor~Barbara Walker, Counselor~Alyssa Belko, Counselor*

TRANSPORTATION INFORMATION FORM

Farmington Independent School District #192

PLEASE PRINT

School: _____ Grade _____ Effective Date: _____

(Student)Last Name	(Legal)First Name	MI	Student ID # (School to enter)
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(Parent/Guardian)Last Name	(Legal)First Name	MI
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Home Address _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____
(w/area code)

Disclaimer From Marshall Lines: No more than
2 pick up/drop off addresses

Pick Up: (if different from "Home address") _____

Address	City
---------	------

(Contact Person)Last Name (Bus company RTE NO. _____)	First Name	Telephone	Cell Phone
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Drop Off: ☐ Same as "HOME" address OR ☐ Same as "PICK UP" address.

(Address)	City
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(Contact Person)Last Name (Bus company RTE No. _____)	First Name	Telephone	Cell Phone
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OTHER TRANSPORTATION OPTIONS: Please circle PARENT FURNISHES TRANSPORTATION,

DAYCARE FURNISHES TRANSPORTATION – name of daycare _____

Medical Conditions of Student – Bus Driver needs to be aware of: _____
(i.e. diabetes, seizures, allergies)

Transportation provided by Marshall Lines, Inc. Phone: 651.463.8689, Fax: 651.460.6183

The information provided will be used by ISD #192 and Marshall Bus Lines for the purpose of transporting students. This information is collected, maintained and released in compliance with federal laws, state laws and School Board policy. I understand that my refusal to provide information may impact the availability of some services.

	LEP Education 1500 Highway 36 West Roseville, MN 55113-4266	HOME LANGUAGE QUESTIONNAIRE	ED-01336-08E
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THE FOLLOWING IS TO BE COMPLETED BY SCHOOL DISTRICT PERSONNEL :

STUDENT IDENTIFICATION INFORMATION		
Student's Name (First, Middle, Last)		
Date of Birth	Age	Grade Level

DISTRICT IDENTIFICATION/VERIFICATION INFORMATION	
School Name	District Number
I hereby verify that the above information is true and accurate to the best of my knowledge and belief.	
_____ Name (Printed)	
_____ Signature -- Responsible Authority	_____ Title
_____ Date	

THE FOLLOWING IS TO BE COMPLETED BY PARENT/GUARDIAN:

STUDENT LANGUAGE INFORMATION	
<i>Dear Parents and Guardians:</i>	
<i>In order to help your child learn, your child's teachers need to determine which language your child uses most.</i>	
<i>Please respond to the questions below by checking the appropriate box.</i>	
1. Which language did your child learn first?	<input type="checkbox"/> English <input type="checkbox"/> Other (specify): _____
2. Which language is most often spoken in your home?	<input type="checkbox"/> English <input type="checkbox"/> Other (specify): _____
3. Which language does your child usually speak?	<input type="checkbox"/> English <input type="checkbox"/> Other (specify): _____

PARENT/GUARDIAN VERIFICATION OF INFORMATION	
I hereby verify that the above information is true and correct to the best of my knowledge and belief.	
_____ Name (Printed)	
_____ Signature -- Parent/Guardian	_____ Date

Emergency Information Form

School: _____

Section A

Please Print

For Student: _____ Grade: _____ Birth date: _____
Address: _____

Parents/Guardians (use reverse side if additional lines are needed):

Name: _____ Relationship: _____ Email: _____
Home Phone _____ Work Phone _____ Cell Phone _____
Address (if different from student): _____

Name: _____ Relationship: _____ Email: _____
Home Phone _____ Work Phone _____ Cell Phone _____
Address (if different from student): _____

Name: _____ Relationship: _____ Email: _____
Home Phone _____ Work Phone _____ Cell Phone _____
Address (if different from student): _____

Other household members:

Name: _____ DOB: _____ Grade: _____ School: _____
Name: _____ DOB: _____ Grade: _____ School: _____
Name: _____ DOB: _____ Grade: _____ School: _____

Emergency Contacts (other than parents/guardians):

Relationship	Name	Home Phone	Work Phone	Cell Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Section B

Health Conditions and Allergies:

Daily Medication: _____ Taken for: _____

*** Parent permission and a doctor's order are required to administer medications, including over-the-counter medications. Permission forms are available in the health office and on the district website (www.farmington.k12.nm.us). ***

If your child becomes ill or injured, the school will attempt to call the parent/guardian at home or at work. If you can not be reached the school will attempt to call one of the emergency numbers listed above.

In case of serious accident/ injury/illness, 911 will be called if necessary.

To ensure the health and safety of your child, this information may be shared with school district or emergency personnel.

Complete ALL ITEMS on this form and return to the school promptly.

Parent/Guardian Signature

Date

Medical Information Form

Farmington High School

For Student:

Grade:

Birth date:

Make changes and corrections directly on this sheet.

Health Conditions and Allergies:

Please circle the answer(s) pertinent to your child

Food Allergy Food Sensitivity to:

Treatment: Epi pen Benadryl No medication

Date of last reaction:

Asthma: Exercise-induced Seasonal Persistent

Inhaler: Self-carry Inhaler kept in health office

(Permission form required to self-carry: See www.farmington.k12.mn.us under Services - Health Services

Seizures: Date of last seizure:

Medication daily and/or emergency

Daily Medication: _____ Taken for: _____

Daily Medication: _____ Taken for: _____

Daily Medication: _____ Taken for: _____

Parent and doctor permission is required for health staff to administer medication at school (including over-the-counter medications).

Permission forms can be located at www.farmington.k12.mn.us under Services - Health Service

Emergency Procedure:

If your child becomes ill or injured, school staff will attempt to call the parent/guardian. Please report any changes in phone numbers to the main office at your child's school. If school staff is not able to reach a parent, the emergency phone numbers given to the school will be called.

If your child has a serious injury or illness, 911 will be called if necessary. To ensure the health and safety of your child, this information may be shared with school district or emergency personnel.

Thank You

Health Services Staff



ACCEPTABLE USE CONSENT FORM

Farmington Area Public Schools require that each student complete and sign this form demonstrating understanding of the District's Acceptable Use Policy. This policy may be viewed at www.farmington.k12.mn.us/districtinfo/policies or obtained by contacting your child's school office.

Students must sign and return this form prior to using the District's technology resources. Failure to sign and submit this form does not relieve the student from disciplinary consequence arising out of use of the District's technology resources. A parent of students who are not yet 18 years of age must also sign this form.

Student Portion of the Form

By signing below I agree to follow the District's Acceptable Use Policy. I understand that my use of network resources is a privilege. I further understand that failure to follow the Acceptable Use Policy may result in disciplinary action.

Print Student Name _____

Student I.D. Number (a 5-digit number) _____

(Student Signature Above)

Date _____ School _____ Grade _____

Parent or Guardian Portion of the Form

☐ I **grant my child permission** to have access to the Internet using the District's technology resources. I also understand that some material accessible through the Internet may be inappropriate for school-aged children. I agree to defend, indemnify, and hold harmless the District from any and all claims arising out of or related to the usage of the District's technology resources, including access to the Internet. I further understand that I have the right to withdraw my approval at any time.

☐ I **deny my child permission** to have access to the Internet using the District's technology resources.

(Check only one)

Print Parent/Guardian Name

Parent/Guardian Signature

Date

* The District's library search catalog software is Internet-based.



CONSENT TO PUBLISH STUDENT WORK AND MEDIA RELEASE FORM

Farmington Area Public Schools requires that each parent/guardian sign this form demonstrating understanding of the District's Consent for Publishing Student Work and Media Release Policy. A parent/guardian of students who are not yet 18 years of age must also sign this form.

Farmington Area Public Schools value the use of technology tools in the classroom. Utilization of technology may increase student engagement, encourage student participation, boost creativity, facilitate communication with other learners and educators in other parts of the nation and world, and expand the classroom experience beyond physical barriers.

The use of technology tools may include, but is not limited to, blogs, videos, wikis, electronic pen pals, and others that make it possible to share content with classmates, students across the globe, and, where appropriate, the general public. Through the use of these educational tools, the school district may cause student work or video/audio images to be published by including materials in instructional materials, booklets, blogs, emails, websites, closed circuit television, messaging, video/audio connections on the Internet or intranet, brochures or flyers used in award ceremonies, sports, or fine arts presentations, and any other form that may be used to distribute or communicate the work.

The purpose of this form is to provide parents/guardians the opportunity to grant consent or deny consent for the school district to publish their student's work and video/audio recordings. Consent for the publication of student work and video/audio recordings of the student covers any activities during the normal course of education in the school district.

- ☐ **I grant consent** for the school district to publish my student's work and video/audio recordings. I understand that I can withdraw this consent and replace this consent form with another form at any time.
- ☐ **I deny consent** for the school district to publish my student's work and video/audio recordings. I understand that I can withdraw my denial of consent and replace this consent form with another form at any time.

(Check only one box above)

Student Name

Student I.D. Number

Print Parent/Guardian Name

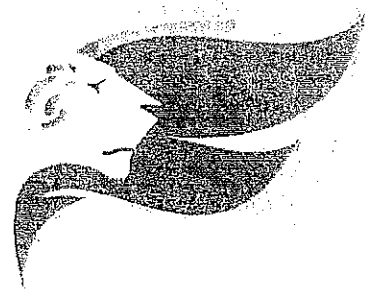
Parent/Guardian Signature

Date

(OVER)

Farmington

AREA PUBLIC SCHOOLS



Student Transfer Form Questionnaire

Name: _____ Grade: _____ Age: _____

Name of school where you first entered 9th grade: _____

Date you first entered 9th grade: _____/_____/_____

Name of school you just transferred from: _____

Type of Transfer: ☐ Instate (MN to MN)* ☐ Domestic (US State to MN)
☐ Foreign/International (Outside of US to MN)

Are you an international exchange student: ☐ Yes** ☐ No

**If yes, what is your visa type? (circle one) J-1 or F-1

**Have you already graduated from high school in your home country? ☐ Yes ☐ No

Instate: MN to MN

1. Do you have a copy of your official transcript? ☐ Yes ☐ No
2. Have you repeated a grade since first enrolling in the 9th grade? ☐ Yes ☐ No
3. Have you completed 8 semesters of eligibility since first enrolling in the 9th grade? ☐ Yes ☐ No
4. Have you completed the terminal grade in the previous school, graduated, or earned a GED? ☐ Yes ☐ No
5. Do you have a copy of your sports physical? ☐ Yes ☐ No
6. Will you be fully enrolled in Farmington High School as defined by the MN dept. of Education? ☐ Yes ☐ No
7. Have you participated in more than four seasons in any sport beginning in the 9th grade? ☐ Yes ☐ No
8. Do you have a copy of the Transfer Student Eligibility report completed by your previous school? ☐ Yes ☐ No
9. Are you in good standing at the time of this transfer? ☐ Yes ☐ No
10. Is this your first transfer since the 9th grade? ☐ Yes ☐ No

Which condition of transfer applies in this instance? ☐ Incoming 9th grader ☐ Family Residence Change
☐ Court Ordered ☐ Custody of Student ☐ Enrollment Options ☐ Other _____

What activities do you plan on participating in? _____

Please return this form to the Farmington High School Athletics Office. If you have questions, please contact Bill Tschida at 651-252-2515 or btschida@farmington.k12.mn.us.

Farmington High School

Principal Jason Berg

20655 Flagstaff Avenue Farmington, Minnesota 55024 | Phone: 651-252-2501 | Fax: 651-252-2520

Theresa Agenter, Assistant Principal-Lowell Miller, Assistant Principal-Dan Pickens, Assistant Principal-Bill Tschida, Athletics Director