

NORTH SMYRNA  
ELEMENTARY SCHOOL



REGISTRATION PACKET



**North Smyrna Elementary School**  
 365 N. Main Street • Smyrna, DE 19977  
 Phone (302)653-8589 Fax (302)653-3146

**NEW STUDENT REGISTRATION CHECKLIST**

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

Student Name (as listed on Birth Certificate): \_\_\_\_\_

Registration Year: \_\_\_\_\_

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

Welcome to the North Smyrna Elementary School. Listed below are required documents needed to register your child(ren). All required documents must be provided before the student can be registered.

**Documents to Be Provided** (Copies will be made and originals will be returned to parent/guardian)

- |  |  |
|--|--|
| <input type="checkbox"/> Current Photo ID of the parent/guardian   | <input type="checkbox"/> Most Recent Report Card                     |
| <input type="checkbox"/> Original Birth Certificate  | <input type="checkbox"/> Withdrawal Grades                           |
| <input type="checkbox"/> Immunization Records  | <input type="checkbox"/> IEP / 504 Plan (Special Education Services) |
| <input type="checkbox"/> Student Physical (see "Note from Nurse" for requirements)   |  |
| <input type="checkbox"/> Legal Custody/Guardianship Documents  |  |
| <input type="checkbox"/> I am the parent (birth or adopted) of this child and this child lives with both parents.  |  |
| <input type="checkbox"/> I am the parent (birth or adopted) of this child and am not currently married to/living with the other parent, but I have been awarded custody/guardianship through the court (provide copy of court order) |  |
| <input type="checkbox"/> I am NOT the parent (birth or adopted) of this child. I am a relative or friend. (Circle one)   |  |
| <input type="checkbox"/> I have been awarded legal guardianship of this child through the court (provide copy of court order)  |  |
| <input type="checkbox"/> I have NOT been awarded legal guardianship of this child through the court.   |  |
| Please contact: SSD Special Services Office - Pam Denney-Griffiths (302)653-3135   |  |
| <input type="checkbox"/> I am a foster parent  |  |
| <input type="checkbox"/> None of the above statements describe my relationship to this child. Please explain your relationship to this child on the back of this form  |  |

Residency Requirements - Parent/Guardian MUST live within the Smyrna School District (unless approved for Choice)

(Choose the appropriate box below)

<input type="checkbox"/> I am the <b>HOMEOWNER</b>  You MUST bring <b>ONE</b> of the following: <input type="checkbox"/> Mortgage Statement, Deed, Sales Agreement or Current Property Tax Bill  <p align="center"><b>AND</b></p> <b>ONE</b> of the following: <input type="checkbox"/> Utility Bill (Electric, Gas, Water, Cable) <input type="checkbox"/> Auto Registration <input type="checkbox"/> Driver's License with Current Address	<input type="checkbox"/> I <b>RENT</b>  You MUST bring the following: <input type="checkbox"/> Current signed lease/rental agreement  <p align="center"><b>AND</b></p> <b>ONE</b> of the following: <input type="checkbox"/> Utility Bill (Electric, Gas, Water, Cable) <input type="checkbox"/> Auto Registration <input type="checkbox"/> Driver's License with Current Address		
<input type="checkbox"/> I <b>LIVE WITH ANOTHER SMYRNA SCHOOL DISTRICT RESIDENT</b>  <table border="0" style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;">           You MUST complete a Multiple Occupancy form at:            Smyrna School District            Special Services Office            80 Monrovia Avenue            Smyrna DE 19977            (302) 653-3135         </td> <td style="width:50%; vertical-align: top;">           The Homeowner must provide the Proof of Residency            (Please refer to "Homeowner List" above)  <p align="center"><b>AND</b></p>           Parent/Guardian MUST provide TWO proofs of address         </td> </tr> </table>		You MUST complete a Multiple Occupancy form at: Smyrna School District Special Services Office 80 Monrovia Avenue Smyrna DE 19977 (302) 653-3135	The Homeowner must provide the Proof of Residency (Please refer to "Homeowner List" above) <p align="center"><b>AND</b></p> Parent/Guardian MUST provide TWO proofs of address
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**\*\*We can't accept cell phone bills, medical statements or bank statements as proof of residency\*\***

(Over)

**NEW STUDENT REGISTRATION CHECKLIST (Page 2)**

**Forms to Be Completed & Returned**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Student Registration Form                      | <input type="checkbox"/> Records Release/Request   | <input type="checkbox"/> Agricultural Work Survey |
| <input type="checkbox"/> Home Access Center Request                     | <input type="checkbox"/> Home Language Survey      |   |
| <input type="checkbox"/> Emergency Card                                 | <input type="checkbox"/> Military-Connected Survey |   |
| <input type="checkbox"/> Transportation/Bus Request                     | <input type="checkbox"/> DE Student Health Form    |   |
| <input type="checkbox"/> McKinney-Vento Student Residency Questionnaire |  |   |

**Questionnaire**

1. Does this student have an Individualized Education Plan (IEP)? Yes No
2. Does this student have a 504 Plan? Yes No
3. Has this student ever been expelled from school? Yes No

I understand that at any point in time that I change addresses within the district or move out of the district, that I MUST IMMEDIATELY notify the School Office and present proof of residency for the new address.

I am aware that if I have enrolled my child/children based on false or inaccurate residency information, I will be held liable to the district for payment of all costs incurred and my child may be withdrawn from the school district.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date



**OFFICE USE ONLY**

Birth Certificate  Proof of Address  Immunizations  Report Card  MKV  504   
ESL  IEP  Guardian ID:  ID #: \_\_\_\_\_ Pre-Reg KN Year: \_\_\_\_\_  
Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ CURR: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Registration Date: \_\_\_\_\_  
Choice to: \_\_\_\_\_ Choice from: \_\_\_\_\_

**Student Registration Form**

**Student Information – Personal**

Last: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
School Year: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**Student Ethnicity/Race (Federal Requirement – Both Questions MUST be answered)**

Is the student Hispanic/Latino? *(Defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)*

Choose ONLY one: Yes, Hispanic or Latino  No, NOT Hispanic or Latino

What is the student's race? *(Choose one or more, regardless of ethnicity)*

American Indian or Alaskan Native  Asian  Black or African American   
White  Native Hawaiian or Pacific Islander

**Student Contact Information**

**Physical 911 Address (No PO Boxes):**

Street Number and Name: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

**Mailing Address/PO Box:**

Street Number and Name: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
PO Box: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

**Student Information – Educational**

**Previous School**

Name: \_\_\_\_\_  
Street Name and Number: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Is the student transferring from an alternative or special needs school? Yes  No

Has the student been previously homeschooled? Yes  No   
*(If yes, a copy of the DOE homeschool letter and portfolio MUST be provided)*

Is the student currently receiving services for the following? *(If yes, a copy of documentation MUST be provided)*

HHPD  IEP  OT  PT  504  Speech/Language  ESL

Did your child attend a preschool or childcare program in Delaware this past year? Yes  No

If yes, in which county did your child attend the program? New Castle  Kent  Sussex

If yes, what was the name of the program? \_\_\_\_\_

**Student Information – Educational (continued)**

Does the student participate in any special programs (Band, Chorus, Gifted, etc.)? Yes  No

If yes, please list: \_\_\_\_\_

**Parent/Guardian Information**

Are there current custody/other legal documents on file? Yes  No  (if yes, a copy MUST be provided)

**Guardian 1 Information (student MUST reside with this parent/guardian)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Number and Name: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Guardian 2 Information**

Does the student reside with the parent/guardian? Yes  No

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Number and Name: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Alert Now Contact Information** (Alert Now is the School District's automated calling system)

Phone Number 1: \_\_\_\_\_ Phone Number 2: \_\_\_\_\_

**Emergency Contact Information**

**\*\*NOT A PARENT/GUARDIAN LISTED ABOVE\*\***

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Number and Name: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Other Contact Information (if alternative transportation is required, it must be entered here)**

**\*\*Additional Contact/Alternative Transportation Pick up or Drop off (Daycare, Babysitter, Boys & Girls Club, etc.)\*\***

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Number and Name: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Siblings** (Please complete this section, if applicable, so students can be linked under one Home Access Center login)

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Resides at Home? Yes  No

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Resides at Home? Yes  No

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Resides at Home? Yes  No



# DEPARTMENT OF EDUCATION

Townsend Building  
401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
<http://education.delaware.gov>

Mark A. Holodick, Ed.D.  
Secretary of Education  
(302) 735-4000  
(302) 739-4654 - fax

## Delaware Department of Education Home Language Survey

**Date:** \_\_\_\_\_ **School:** \_\_\_\_\_

*The Delaware Department of Education requires schools to determine the language(s) spoken at home by each student. The information provided will only be used to determine whether your student is eligible to begin the English as a Second Language process and will not be used for immigration matters or reported to immigration authorities.*

<b>Student Information</b>			
<b>First Name:</b>		<b>Country of birth:</b>	
<b>Last Name:</b>		<b>Date of entry in the US:</b>	
<b>Birthdate:</b>		<b>Date student first enrolled in a US school:</b>	

Circle grades your child attended in US schools

PK    K    1    2    3    4    5    6    7    8    9    10    11    12

How many total months has the student been enrolled in a US school? \_\_\_\_\_

1. What language did your child first learn?

Language: \_\_\_\_\_ | Dialect: \_\_\_\_\_

2. What language does your child most often use at home?

Language: \_\_\_\_\_ | Dialect: \_\_\_\_\_

3. What languages do you most often speak to your child?

Language: \_\_\_\_\_ | Dialect: \_\_\_\_\_

4. What language(s) other than English are spoken in your home?

Language: \_\_\_\_\_ | Dialect: \_\_\_\_\_

5. What language would you prefer to receive information from your school?

Language: \_\_\_\_\_ | Dialect: \_\_\_\_\_

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

LEA : Please have all families complete this home language survey at the student's initial enrollment in school. This form must be signed and dated by the parent or guardian and kept in the student's file. (If a language other than English or Non-US English is listed on questions 1-3, the LEA must continue with a records review, step 2 of the English learner identification process.)



# Delaware McKinney-Vento Student Residency Questionnaire

This **Student Residency Questionnaire** is intended to address the McKinney-Vento Act. Your answers will help the school personnel determine residency documents necessary for enrollment of this student. Information provided on this form is confidential.

Name of Student: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Grade: \_\_\_\_\_  Male  Female

Name of Current School: \_\_\_\_\_ Name of Last School: \_\_\_\_\_

Is your current address a **temporary** living arrangement? Yes  No

*If you answered 'YES', please complete all questions on this form.*

*If you answered 'No', you may stop here. You do not need to complete this form.*

### 1. Do you live in any of these following situations?

Sharing the housing of other persons due to: (check one)

Loss of housing, economic hardship or a similar reason (example: evicted, lost job, etc.)

Explain: \_\_\_\_\_

Long-term, cooperative living arrangement to save money or a similar reason

Other (please specify): \_\_\_\_\_

In a motel, hotel, campground or similar setting due to: (check one)

Lack of alternative adequate accommodations,

Explain: \_\_\_\_\_

A convenient living arrangement or waiting for apartment or house to be ready

Other (please specify): \_\_\_\_\_

In an emergency or transitional shelter such as a domestic violence shelter or a homeless shelter or transitional housing or other shelter

Have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans

In a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

None of the above

2. How long do you anticipate living at this location? \_\_\_\_\_

### 3. The student lives with:

Parent(s) or legal guardians(s)

Relative(s), friend(s), or other adults(s) who are not the parent or the legal guardian

Alone with no adults

### 4. Please list the name and ages of any children living with you that you have guardianship of:

A. \_\_\_\_\_ C. \_\_\_\_\_

B. \_\_\_\_\_ D. \_\_\_\_\_

I am the parent/legal guardian of \_\_\_\_\_, who is of school age and who is seeking enrollment in the school district.

I understand that presenting a false record of falsifying records is an offense under Federal and state laws and enrollment of the child under false documents subjects the person to liability for tuition and other costs.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number with Area Code: \_\_\_\_\_ Emergency contact Phone Number with Area Code: \_\_\_\_\_



# 2023 – 2024 MILITARY-CONNECTED YOUTH STUDENT INFORMATION UPDATE FORM

All Delaware public schools starting with the 2016 – 2017 school year are required to annually identify enrolled students who are “military-connected youth” pursuant to 14 **DE Admin. Code** 932, 14 **Del.C.** Chapter 1, §122 (b)(28), 10 U.S.C. §101(d) (2014), and the reauthorized Every Student Succeeds Act (2015), 20 U.S.C. 6301 et seq. in order to possibly provide your student with additional supports and services if needed.

Please read the following statements and check the appropriate box below.

- If you are a parent or a step-parent, only check the box that specifically applies to you, your duty status and branch of the United States armed forces.
- If you are a parent or a step-parent meeting the definition of box one or two, and there is an immediate family member residing in the same household that meets the definition of box three, then both boxes should be checked.
- If your student is not a “military-connected youth”, please check the fourth box, “Non-Applicable”.

### PARENTS OR STEP-PARENTS

**“Active Duty”** - I am a parent or step-parent who is an **“active duty”** member of the Armed Forces (United States Army, United States Navy, United States Air Force, United States Marine Corps, or United States Coast Guard) pursuant to 10 U.S.C. §101(d) (2014), and the reauthorized Every Student Succeeds Act (2015), 20 U.S.C. 6301 et seq.

**“Active Duty/Recently Retired/Reserves/Identified as a Disabled Veteran/Killed in Action”** - A parent or step-parent *residing in the same household*, who is on active duty, serving in the reserve component, identified as a disabled veteran, killed in action, or recently retired (within 18 months prior to September 30 of the current school year) from a branch of the United States armed forces. Such branches consist of the United States Army, United States Air Force, United States Marine Corps, United States Navy, National Guard, United States Coast Guard, National Oceanic and Atmospheric Administration or the United States Public Health Service pursuant to 14 **DE Admin. Code** 932, 14 **Del.C.** Chapter 1, §122 (b)(28), 10 U.S.C. §101(d) (2014).

### IMMEDIATE FAMILY MEMBER OR ANY OTHER PERSON RESIDING IN SAME HOUSEHOLD

**“Active Duty/Recently Retired/Reserves/Identified as a Disabled Veteran/Killed in Action”** - An immediate family member, including a sibling or any other person *residing in the same household*, who is on active duty, serving in the reserve component, identified as a disabled veteran, killed in action or recently retired (within 18 months prior to September 30 of the current school year) from a branch of the United States armed forces. Such branches consist of the United States Army, United States Air Force, United States Marine Corps, United States Navy, National Guard, United States Coast Guard, National Oceanic and Atmospheric Administration or the United States Public Health Service pursuant to 14 **DE Admin. Code** 932, 14 **Del.C.** Chapter 1, §122 (b)(28), 10 U.S.C. §101(d) (2014).

**NON-APPLICABLE**

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

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

Homeroom Teacher Name: \_\_\_\_\_

Please return this form to your student’s homeroom teacher on or before Monday, September 18, 2023.



**DELAWARE DEPARTMENT OF EDUCATION  
TITLE I, PART C  
Agricultural Work Survey**

Dear Parent/ Guardian,

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

In order to serve your child, \_\_\_\_\_, the \_\_\_\_\_ District/Charter School is  
*(Insert District/Charter School Name)*  
helping the State of Delaware identify students who may qualify to receive additional education and support services.

The information provided below will be kept confidential with in the Department of Education and will be used for planning purposes only. Please answer the following questions and return this form to your child's school.

1. In the past 3 years, has your family changed from: a) one school district to another; b) one state to another state; c) another country to the U.S.?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**If "NO," do not complete the remainder of this survey. If "YES," please continue.**

2. Was the reason for this change **to look for or to accept** a job in an agricultural or fishing activity such as those listed below? Answer this question even if you have a different type of job now.

\_\_\_\_\_ YES      \_\_\_\_\_ NO

If "YES," please check all that apply if you or your husband/wife, or someone in your household has worked with, on, or in a:

- |               |                          |  |  |
|---------------|--------------------------|--|--|
| Farm          | Chicken processing plant | Dried or dehydrated fruits/spices                                | Plant nursery/greenhouse                         |
| Dairy         | Processing meat/fish     | Sod farms  | Tree growing or harvesting                       |
| Ranch         | Cranberry bogs           | Meat or food packing plant                                       | Food processing                                  |
| Cannery       | Fresh/frozen juices      | Mushrooms  | Pet food processing                              |
| Chicken house | Fishery                  | Planting, picking, or packing fruits, vegetables, seeds, or nuts | Cleaning, weeding or preparing land for planting |

Please add any other agricultural or fishing work/activity that you or your husband/wife or someone in your household has performed:

\_\_\_\_\_

Please list all children **ages 3-21 years old** in the home, including those not enrolled in school:

First / Last name	Date of Birth	Age	Grade	School

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Best time to be reached \_\_\_\_\_ AM / PM Alternate or cell phone number: \_\_\_\_\_

**DISTRICTS:** The ORIGINAL copies of the survey with "YES" responses for **BOTH** questions 1 and 2 **MUST** be submitted to the Delaware Department of Education **Migrant Education Program Office** within 10 days of the student's enrollment by **State Mail Code N510** or by U.S. Postal Service to **35 Commerce Way, Suite 1, Dover, DE 19904**. A COPY of this form must be retained in the student's file to document compliance with the Title I, Part C federal program requirements.



*North Smyrna Elementary School*  
365 North Main Street  
Smyrna, DE 19977  
Amber Augustus, Principal  
Amanda Noll, Associate Principal  
Telephone (302) 653-8589 Fax (302) 653-3146

**A NOTE FROM THE NURSE:**

Welcome to North Smyrna Elementary School! As you register to attend school here, you should know the following information. **If you are entering school for the first time or your previous school was:**

- \*not in Delaware                      \*private school
- \*not in this country                  \*home school

the Department of Education requires the following health information to be provided to the school nurse **BEFORE STARTING SCHOOL.**

1. **A Completed Physical Examination Form** – Your child must have a physical examination by a health care provider two years prior to entry into school. The form must have the date, the health care provider’s signature, address and phone number. (*Department of Education Regulation 815*)
2. **A Complete Immunization Record** – Your child must be up-to-date in immunizations or he/she may not enter school. (*Delaware Code, Title 14, Section 131*)
3. **A Mantoux (PPD) Tuberculosis Skin Test** – You must provide proof that a Mantoux skin test was administered, read, and results documented by a health care professional within the past twelve months prior to school entry.

**OR**

Your health care provider may complete a “**TB Risk Assessment Questionnaire**” and provide a copy of that document to the school (*Department of Education Regulation 805*)

4. **Lead Blood Test** – Children registering for pre-k and kindergarten must provide proof that they have had a blood test for lead. (*Delaware Code, Title 16, Chapter 26*)

**IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO SEE THAT THE ABOVE LISTED ITEMS ARE TURNED IN TO THE SCHOOL. FAILURE TO DO SO WILL RESULT IN THE INTERRUPTION OF YOUR CHILD’S EDUCATION AND WILL VIOLATE SCHOOL ATTENDANCE AND IMMUNIZATION LAWS.**

If your previous school was in Delaware, we will attempt to locate the student’s health record. If we are unable to locate it within 14 calendar days, the students’ parent/guardian will be required to provide the above information.

Smyrna School District appreciates your compliance with the law. To learn more about immunization requirements and to obtain hard copies of the physicals, go to: <https://www.doe.k12.de.us/Page/2874>

If you have any questions or problems providing the above information, please contact me at 302-653-3145.

North Smyrna Elementary School Nurse

**I understand the above immunization requirements for admission.**

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PARENT/GUARDIAN SIGNATURE

DATE

# DELAWARE STUDENT HEALTH FORM – CHILDREN

## PreK- Grade 6

To be completed by licensed healthcare provider:

Physician (MD or DO), Clinical Nurse Specialist (APN), Advanced Practice Nurse (APN), or Physician's Assistant (PA)

To Parent or Guardian:

In order to provide the best educational experience, school personnel must understand your child's health needs. This form requests information from you (Part I) and your health care provider (Parts I, II, and III). All students in Delaware public schools must provide documentation of current immunizations. Additionally, a current (within 2 years) health examination is required upon school entry.

### **Talk with your health care provider about important issues<sup>1</sup> regarding your child, such as:**

- School** (readiness or adaptation, after school, parent-teacher communication, maturity, performance, special services)
- Mental and Physical Activity** (healthy weight, well-balanced diet, physical activity, limited screen time)
- Emotional Well-Being** (family time, social interactions, self-esteem, resolving conflicts, friends)
- Physical Growth & Development** (dental care, healthy eating, puberty)
- Injury & Illness Prevention & Safety** (seat belt or booster seat, bicycle safety, swimming, abuse protection, guns, fire safety, supervision, sunscreen, internet, infection, disaster planning)
- Immunizations**

#### **Immunizations Required for Newly Enrolled Students at Delaware Schools**

##### **KINDERGARTEN<sup>2</sup>:**

- DTaP/DTP:** 4 or more doses. If the 4<sup>th</sup> dose was prior to the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is required.
- Polio:** 3 or more doses. If the 3<sup>rd</sup> dose was prior to the 4<sup>th</sup> birthday, a 4<sup>th</sup> dose is required.
- MMR<sup>3</sup>:** 2 doses. The 1<sup>st</sup> dose should be given on or after the 1<sup>st</sup> birthday. The 2<sup>nd</sup> dose should be given after the 4<sup>th</sup> birthday.
- Hep B<sup>3</sup>:** 3 doses.
- Varicella<sup>4</sup>:** 2 doses. The 1<sup>st</sup> dose should be given on or after the 1<sup>st</sup> birthday and the 2<sup>nd</sup> dose after the 4<sup>th</sup> birthday.

##### **GRADES 1-6:**

- DTaP/DTP:** 4 or more doses. If the 4<sup>th</sup> dose was prior to the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is required. Students who start the series at age 7 or older only need a total of 3 doses. A booster dose of Td or Tdap is recommended by the Division of Public Health for all students at age 11 or five years after the last DTap, DTP, or DT dose was administered –whichever is later.
- Polio:** 3 or more doses. If the 3<sup>rd</sup> dose was prior to the 4<sup>th</sup> birthday, a 4<sup>th</sup> dose is required.
- MMR<sup>3</sup>:** 2 doses. The 1<sup>st</sup> dose should be given on or after the 1<sup>st</sup> birthday. The 2<sup>nd</sup> dose should be given after the 4<sup>th</sup> birthday.
- Hep B<sup>3</sup>:** 3 doses. For children 11 to 15 years old, two doses of a vaccine approved by CDC may be used.
- Varicella<sup>4</sup>:** 2 doses. The 1<sup>st</sup> dose must be given on or after the 1<sup>st</sup> birthday and the 2<sup>nd</sup> dose after the 4<sup>th</sup> birthday.

#### **Immunizations Strongly Recommended by the Delaware Division of Public Health**

- Influenza (seasonal) vaccine:** each year for all children (6 months and up).
- Tetanus-Diphtheria-Pertussis (Tdap):** booster at age 11 or five years after the last dose
- Meningococcal (MCV4):** all children at 11 or 12 years, and a booster does at age 16
- Human papillomavirus vaccine (HPV):** all girls and boys (ages 11 or 12)
- Pneumococcal vaccine (PCV13):** children with specific risk factors
- Pneumococcal vaccine (PPSV):** certain high risk groups
- Hepatitis A:** unvaccinated children who are or will be at increased risk

<sup>1</sup> Clinicians refer to: Bright Futures: Guidelines for Health Supervision of Infants, Children and Adolescents, (3<sup>rd</sup> ed.) AAP, 2008

<sup>2</sup> Children who enter school prior to age four shall follow current Delaware Division of Public Health recommendations.

<sup>3</sup> Disease histories for measles, rubella, mumps and Hepatitis B will not be accepted unless serologically confirmed.

<sup>4</sup> Varicella disease history must be verified by a health care provider to be exempted from vaccination.

**PART I – HEALTH HISTORY**

*To be completed by parent/guardian prior to exam  
The healthcare provider should review and provide comments in the last column.*

Name: \_\_\_\_\_ Gender: \_\_\_\_\_ DOB: \_\_\_\_\_

Date: \_\_\_\_\_ Examiner: \_\_\_\_\_

	PARENT		HEALTHCARE PROVIDER COMMENT
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Developmental delay (speech, ambulation, other)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Serious injury or illness?			
Medication?			
Hospitalizations? When?                      What for?			
Surgery? (List all) When?                      What for?			
Ear/Hearing problems?			
Heart problems/Shortness of breath?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Heart murmur/High blood pressure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Dizziness or chest pain with exercise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Allergies (food, insect, other)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Family history of sudden death before age 50?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Child wakes during the night coughing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Diagnosis of asthma?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Blood disorders (hemophilia, sickle cell, other)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Excessive weight gain or loss?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Diabetes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Loss of function of one or paired organs (eye, ear, kidney, testicle)?			
Seizures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Head injuries/Concussion/Passed out?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Muscle, Bone, or Joint problem/Injury/Scoliosis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ADHD/ADD?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Behavior concerns?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Eye/Vision concerns? <input type="checkbox"/> Glasses <input type="checkbox"/> Contacts <input type="checkbox"/> Other _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Dental concerns? <input type="checkbox"/> Braces <input type="checkbox"/> Bridge <input type="checkbox"/> Plate <input type="checkbox"/> Other? Date of exam _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other diagnoses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does your child have health insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does your child have dental insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Information may be shared with appropriate personnel for health and educational purposes.

**Parent/Guardian**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PART II – IMMUNIZATIONS**

Entire section below to be completed by MD/DO/APN/NP/PA  
 Printed VAR form may be attached in lieu of completion.

**Immunizations** – Shaded Vaccines Required. Regulations is located at Title 14 Section 804 Immunizations.

DTaP/ DT / /	DTaP/ DT / /	DTaP/ DT / /	DTaP/ DT / /	DTaP/ DT / /
OPV/ IPV / /	OPV/ IPV / /	OPV/ IPV / /	OPV/ IPV / /	OPV/ IPV / /
PCV7/ PCV13 / /	PCV7/ PCV13 / /	PCV7/ PCV13 / /	PCV7/ PCV13 / /	PCV7/ PCV13 / /
Hib / /	Hib / /	Hib / /	Hib / /	
MMR / /	MMR / /	HepB /HepB-2 / /	HepB /HepB-2 / /	HepB / /
VAR / /	VAR / /	RV-2/ RV-3 / /	RV-2/ RV-3 / /	RV-3 / /
MCV4 / /	MCV4 / /	HPV / /	HPV / /	HPV / /
Hep A / /	Hep A / /	Td/ Tdap / /	Td/ Tdap / /	Td / /
Influenza / /	Influenza / /	PPSV23 / /	PPSV23 / /	
Other: / /	Other: / /	Other: / /	Other: / /	Other: / /

Child is fully immunized per DPH/CDC recommendations (refer to cover page)  Yes  No

**PART III – SCREENING & TESTING**

Entire section below to be completed by MD/DO/APN/NP/PA

<b>Screen</b>	<b>Height:</b> _____ <b>Weight:</b> _____ <b>BMI:</b> _____ <b>BMI Percentile:</b> _____ <b>BP:</b> _____ <b>Pulse:</b> _____ <b>Other:</b> _____ (inches) (pounds)
<b>Dental Screen</b>	<input type="checkbox"/> <b>Problem Identified:</b> Referred for treatment <input type="checkbox"/> <b>No Problem:</b> Referred for prevention <input type="checkbox"/> <b>No Referral:</b> Already receiving dental care
<b>Tuberculosis Screen</b>	All new enterers must have TB test <u>or</u> TB Risk Assessment, which must be done within 12 months <u>prior</u> to school entry. <b>Risk Assessment:</b> _____ <b>Date</b> _____ <b>Results:</b> <input type="checkbox"/> Test Required <input type="checkbox"/> Test Not Required <b>Mantoux Skin Test:</b> _____ <b>Date</b> _____ <b>Results:</b> _____ MM <b>Other:</b> (type) _____ <b>Date</b> _____ <b>Results:</b> _____ MM
<b>Lead Test</b>	Blood lead test required for children age 6 months through 6 years <b>Date:</b> _____ <b>Results:</b> _____
<b>Other Screen</b>	<b>Hearing:</b> Type: _____ <b>Date:</b> _____ <b>Results:</b> _____ <b>Referral:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes _____ Date <b>Vision:</b> Type: _____ <b>Date:</b> _____ <b>Results:</b> _____ <b>Referral:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes _____ Date <b>Other:</b> Type: _____ <b>Date:</b> _____ <b>Results:</b> _____ <b>Referral:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes _____ Date

**PART IV – COMPREHENSIVE EXAM**

*Entire section below to be completed by MD/DO/APN/PA*

PHYSICAL EXAMINATION	Check (✓)			HEALTHCARE PROVIDER COMMENT
	NORMAL	ABNORMAL	REFERRAL	
General Appearance				
Skin				
Eyes				
Ears				
Nose/Throat				
Mouth/Dental				
Cardiovascular				
Respiratory				
Thyroid				
Gastrointestinal				
Genito-Urinary				
Neurological				
Musculoskeletal				
Spinal examination				
Nutritional status				
Mental health status				

**FOR CHRONIC & LIFE THREATENING CONDITIONS:**  
Children with life-threatening conditions need an emergency care plan for school.  
 Please attach care plan, protocols, and/or emergency care plan.

**Recommendations or Referrals:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DIAGNOSIS	EMERGENCY PLAN ATTACHED		CARE PLAN OR PRESCRIPTION PLAN ATTACHED	
	YES	NO	YES	NO

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Physician (MD or DO)     Clinical Nurse Specialist (APN)     Advanced Practice Nurse (APN)     Physician Assistant (PA)

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

# HEALTH QUESTIONNAIRE

*(Please Print Clearly)*

Date \_\_\_\_\_

1. Student \_\_\_\_\_ Birthdate \_\_\_\_\_

2. Name of Parents/Guardians \_\_\_\_\_ Gender \_\_\_\_\_

3. Address \_\_\_\_\_

4. Telephone Numbers: *(home)* \_\_\_\_\_ *(work)* \_\_\_\_\_

5. Birth weight \_\_\_\_\_

6. Any illness of mother during prenatal period? \_\_\_\_\_

7. Any difficulty during birth? \_\_\_\_\_

8. DEVELOPMENT *(give age child did the following)*

Crawl \_\_\_\_\_ Toilet trained \_\_\_\_\_

Sat Alone \_\_\_\_\_ Walked \_\_\_\_\_

9. SPEECH

At what age did the child:

Say single words? \_\_\_\_\_ Say a sentence? \_\_\_\_\_

Does the child mispronounce sounds in words? \_\_\_\_\_

Does the child stutter? \_\_\_\_\_

Has the child ever had speech therapy? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

10. PHYSICAL *(give age)* Has this child ever had:

Medication Allergies \_\_\_\_\_

Ear Infections \_\_\_\_\_

Environmental Allergies \_\_\_\_\_

Ear Tubes \_\_\_\_\_

Food Allergies \_\_\_\_\_

Chickenpox \_\_\_\_\_

Asthma \_\_\_\_\_

Diabetes \_\_\_\_\_

Pneumonia \_\_\_\_\_

Scarlet Fever \_\_\_\_\_

Tonsillitis \_\_\_\_\_

Encephalitis \_\_\_\_\_

Tonsillectomy \_\_\_\_\_

Meningitis \_\_\_\_\_

Frequent Headaches \_\_\_\_\_

Rheumatic Fever \_\_\_\_\_

Frequent Stomachaches \_\_\_\_\_

Heart Problems \_\_\_\_\_

Kidney Problems \_\_\_\_\_

Surgery (type?) \_\_\_\_\_

Fractures (of what?) \_\_\_\_\_

Seizures \_\_\_\_\_

Problems with feeding/eating \_\_\_\_\_

Sleeping Problems \_\_\_\_\_

Head Injury \_\_\_\_\_

Extremely High Fever \_\_\_\_\_

Dizziness \_\_\_\_\_

Bowel Disorder \_\_\_\_\_

Bone Problems \_\_\_\_\_

Muscle Problems \_\_\_\_\_

Vision Problems \_\_\_\_\_

Other \_\_\_\_\_

Any current medications? \_\_\_\_\_

11. ACTIVITY (check the more appropriate answer)

- How would you rate your child's activity when compared with other children similar in age and size?  
 Less Active                       About the Same                       More Active
- Is your child clumsy?  
 Rarely                       Sometimes                       Often
- Does your child fall?  
 Rarely                       Sometimes                       Often
- When sitting, does your child move his/her hands, fingers, feet, and/or legs excessively?  
 Rarely                       Sometimes                       Often
- Does your child do things impulsively which result in spills, tripping, breakage, bruises, etc.?  
 Rarely                       Sometimes                       Often
- Do you think your child talks too much?  
 Rarely                       Sometimes                       Often
- Does your child "take turns" and otherwise play well with other children?  
 Rarely                       Sometimes                       Often
- How well does your child stay with a specific activity such as reading, playing a sit-down game or performing a small task?  
 Quite Well                       Fairly Well                       Poor
- Describe your child's behavior  
\_\_\_\_\_  
\_\_\_\_\_
- Has your child attended Head Start, a day care center, or an early education program?  
\_\_\_\_\_

12. SOCIAL HISTORY

Name, age, gender, and relationship of other family members living in household

_____	_____
_____	_____
_____	_____
_____	_____

Father's Occupation \_\_\_\_\_

Mother's Occupation \_\_\_\_\_

Guardian's Occupation \_\_\_\_\_

**DELAWARE DEPARTMENT OF EDUCATION**  
**Tuberculosis (TB) Risk Assessment Questionnaire for Students<sup>1</sup>**

*Prior to use of this form, the school nurse must review the student's health record and assure that the student is compliant with the requirements for a current health examination (within past 2 years) and up-to-date immunizations. The questionnaire must be administered by the school nurse to the parent/guardian in person, or by phone, and signed by the person who answered the questions.*

Name: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Form Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Has your child had close contact<sup>2</sup> with anyone with an active infectious TB disease?  YES  NO
2. Was any household member, including your child, born in or has he/she traveled to area(s) where TB is common? (Refer to the Tuberculosis High Burden Countries list provided by the Delaware Division of Public Health.)  YES  NO
3. Does your child have regular (i.e., daily) contact with adults at high risk for TB (i.e., those who are HIV infected, homeless<sup>3</sup>, incarcerated<sup>4</sup>, and/or illicit drug users)?  YES  NO
4. Does your child have a history of HIV infection, living in a shelter, incarceration, or illicit drug use?  YES  NO
5. Does your child have any health conditions or take medications that might affect his/her immune system?  YES  NO
6. Has your child ever had a positive test for tuberculosis?  YES  NO

Any "yes" response to questions 1 – 5 is considered a positive risk factor and is an indication for administering a Mantoux tuberculin skin test for a TB blood test, such as The Quantiferon Gold TB Test, to the child.

A "yes" response to question 1 – 6 indicates probable previous exposure to TB, and requires medical follow-up to evaluate medical status.

**This child has been screened by his/her school nurse for risk of exposure to tuberculosis. Based upon the results of the TB Risk Assessment Questionnaire the child,**

- Does not** require a Tuberculosis Test  **Does** require documentation related to current disease status
- Does** require a Tuberculosis Test

TB testing and documentation must be completed and given to the school nurse by \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) or your child will be excluded from school.

School Nurse Comments: \_\_\_\_\_  
\_\_\_\_\_

School Nurse (signature) \_\_\_\_\_

Parent/Guardian (signature) \_\_\_\_\_

-----

I give permission for the school nurse and my child's primary care physician \_\_\_\_\_  
(name of physician) to share information relating to this form.

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

\_\_\_\_\_ Parent/Guardian (signature)

<sup>1</sup>TB assessment is required by Regulation 805, <http://regulations.delaware.gov/AdminCode/title14/800/805>. The questionnaire was developed by Delaware Department of Education and the Division of Public Health. Revised 7/1/13, 5/2015, 4/2018.

<sup>2</sup>CDC describes "close contact" as prolonged, frequent, or intense contact with a person with TB, while he/she was in infectious.

<sup>3</sup>The term "homeless" means a situation where the person lived in a shelter or with others.

<sup>4</sup>Incarceration should be longer than one week.



# SMYRNA SCHOOL DISTRICT

82 Monrovia Avenue, Smyrna, DE 19977  
 Telephone: (302) 653-8585 ♦ Fax: (302) 653-3149  
 State Mail Code: N460

## Transfer of Student Records – Request/Release Form

To: \_\_\_\_\_ Date: \_\_\_\_\_

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

Fax: \_\_\_\_\_ From: **North Smyrna Elementary School**  
**365 North Main Street, Smyrna DE 19977**  
**State Mail Code: N460**  
**Phone: (302) 653-8589 Fax: (302) 653-3146**

Dear Registrar:

We are in the process of or have the following student registered at North Smyrna Elementary School.

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

Date of Birth: \_\_\_\_\_

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

Please send us the information listed below. Please note that we may also be requesting some items be faxed in order to expedite the registration process.

Fax	Mail	Description	Fax	Mail	Description
<input type="checkbox"/>	<input type="checkbox"/>	Report Card – Recent	<input type="checkbox"/>	<input type="checkbox"/>	Attendance History Report
<input type="checkbox"/>	<input type="checkbox"/>	Transcript (with grade scale)	<input type="checkbox"/>	<input type="checkbox"/>	Birth Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Discipline History Report	<input type="checkbox"/>	<input type="checkbox"/>	Immunization/Physical Records
<input type="checkbox"/>	<input type="checkbox"/>	Standardized Test Scores	<input type="checkbox"/>	<input type="checkbox"/>	Custody/Guardianship Court Documents
<input type="checkbox"/>	<input type="checkbox"/>	Withdrawal Form (with current grades)	<input type="checkbox"/>	<input type="checkbox"/>	Special Education Information (IEP/504)
	<input type="checkbox"/>	Official Transcript (Signed & Sealed)			
	<input type="checkbox"/>	Cumulative Folder (Including originals of all items above & Health/Medical Records)			

**Additional Information:**

\_\_\_\_\_

Crystal Mullen, Administrative Assistant      Date      Parent/Guardian Signature      Date



**DISCLOSURE OF PUPIL'S RECORDS**

FEDERAL LAW 99.31

“NO PARENT SIGNATURE REQUIRED FOR EDUCATIONAL RECORDS SENT TO ANOTHER EDUCATIONAL AGENCY”

<b>SCHOOL USE ONLY</b>
<b>DATE:</b>

<b>TRANSPORTATION USE ONLY</b>
<b>DATE:</b>

**REQUEST FOR BUS TRANSPORTATION**  
(Minimum of 24 hours notice)

Fax: (302) 653-1815

**PROVIDE THE COMPLETED FORM TO YOUR CHILDS SCHOOL**

**DATE OF REQUEST:** \_\_\_\_\_ **SCHOOL/GRADE:** \_\_\_\_\_

**STUDENT'S NAME:** \_\_\_\_\_

**DEVELOPMENT:** \_\_\_\_\_

**STUDENT'S 911 ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PARENT/GUARDIAN'S NAME:** \_\_\_\_\_

**HOME PHONE #:** \_\_\_\_\_

**BEST PHONE # TO USE:** \_\_\_\_\_

<u><b>PICK UP ADDRESS</b></u>	<u><b>DROP OFF ADDRESS</b></u> _____ <b>CHECK HERE IF SAME AS PICKUP</b>
NAME:	NAME:
DEVELOPMENT:	DEVELOPMENT:
ADDRESS:	ADDRESS:
CITY:	CITY:
STATE:                      ZIP:	STATE:                      ZIP:
BEST PHONE#:	BEST PHONE#:

<u><b>FOR TRANSPORTATION ONLY</b></u>	<u><b>FOR TRANSPORTATION ONLY</b></u>
BUS:                      CONTRACTOR:	BUS:                      CONTRACTOR:
START DATE:	START DATE:
LOCATION:	LOCATION:
PARENT _____ CONTRACTOR _____	PARENT _____ CONTRACTOR _____
TRANSPORTATION NOTES:	

**B & G CLUB SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**B & G PARENT SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The Smyrna School District does not discriminate in employment, educational programs, services or activities based on race, color, marital status, creed, religion, national origin, gender, age, genetic information, sexual orientation, gender identity, disability or any other protected category or status in accordance with state and federal laws.  
Inquiries should be directed to the District Superintendent.