

WELCOME TO PAMLICO COUNTY SCHOOLS

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
- 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. Home Language Survey Form
 10. Notification of Services Support
 11. NC Occupational Survey
 12. Transportation Form
 13. 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 _____

STUDENT INFORMATION

The Legal Name of the student is the name printed on the child's Birth Certificate.
Please print clearly.

Legal Last Name		Legal First Name		Legal Middle Name		Student ID# (Office Use)	
Ethnicity ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino	Student's Race (check all that apply) ☐ American Indian/Alaskan Native ☐ Native Hawaiian/Pacific Islander ☐ Black/African American ☐ Asian ☐ White			Date of Birth (mm/dd/yyyy)		Student's Gender ☐ Male ☐ Female	
				Grade Level for Enrollment Year			
	Country of Birth (if other than US)			Home Phone			
				Has the student ever attended Pamlico County Schools? ☐ Yes ☐ No If yes, what school/grade?			
Student's Street Address			Apt. No.		Name of Previous School attended and Date last attended		
					Last School's City, State, Zip		
City		State	Zip Code	Current IEP for Special Education Services?		☐ Yes	☐ No
				Current 504 plan		☐ Yes	☐ No
Mailing Address (if different from Street Address)				Who does the child live with?			
				Relationship			
				Custody Issues?		☐ Yes	☐ No
				Documents Provided?		☐ Yes	☐ No
				Is this a Foster Child?			

Office Use Only:

Records Requested on _____ Records Received on _____

Out of District with approval received ☐ Yes ☐ No Immigrant ☐ Yes ☐ No Homeless ☐ Yes ☐ No
Language Survey Received ☐ Yes ☐ No BB Connect Information Entered ☐ Documents sent to Central Office, if needed
☐ Cumulative Folder in order Media/Cafeteria/IT notified of enrollment ☐ Completely Scheduled
☐ Nurse Health Sheets Provided Immunizations Provided ☐ Custody Orders Obtained Other Legal Documents
☐ IEP Documents Obtained or Requested Birth Certificate Received

Other Pertinent Information:

--

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.

Mother's Last/First/Middle Name			Deceased? ☐ Yes ☐ No Can Pick Up? ☐ Yes ☐ No		Father's Last/First/Middle Name			Deceased? ☐ Yes ☐ No Can Pick Up? Yes No	
Street Address					Street Address				
City			State		Zip				
Email Address			Employer		Email Address			Employer	
Home Phone		Cell Phone		Work Phone		Home Phone		Cell Phone	

Legal Guardians or Caretakers

☐ Step Parent ☐ Foster Parent ☐ Legal Guardian ☐ Agency Care ☐ Other: _____									
Last/First/Middle Name				Relationship		Email Address		Employer	
Street Address				City		State		Zip	
Home Phone			Cell Phone			Work Phone		Additional Number	
☐ Step Parent ☐ Foster Parent ☐ Legal Guardian ☐ Agency Care ☐ Other: _____									
Last/First/Middle Name				Relationship		Email Address		Employer	
Street Address				City		State		Zip	
Home Phone			Cell Phone			Work Phone		Additional Number	

OTHER CHILDREN IN THE HOUSEHOLD

Name Grade/Age	Child 1	Child 2	Child 3	Child 4
Additional Information	Please provide any information you feel would benefit the school in the education and care of your child.			

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	Cell Phone		
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

Fred A Anderson Elementary

Wendy White, Principal

Tamra Sutton, Assistant Principal

515 Anderson Drive Bayboro, NC 28515
252-745-4611 Fax 252-745-5021

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 above records and information to Pamlico County Primary School.

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!



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 <https://www.pamlicoschools.org/>

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 or 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 Policies 5450-5452 are followed.

Parent Signature _____ Date _____



Pamlico County Schools



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 non-commercial 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: _____



Pamlico County School Identification Of Military-Connected Students



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

_____ **No** (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 **do not** 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: ____
☐ Female Month Day Year (preschool-12)

Address: _____

Phone: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one box.)

- ☐ In a shelter
☐ With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "doubled-up")
☐ In a hotel/motel
☐ In a car, park, bus, train, or campsite
☐ Other temporary living situation (Please describe): _____
☐ In permanent housing

Print name of Parent, Guardian, or
Student (for unaccompanied youth)

Signature of Parent, Guardian, or
Student (for unaccompanied youth)

Date



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)

(Middle)

Birthdate (M/D/YYYY):

School Name:

Home Address:

City:

State:

County:

Parent Information: Name of Parent, Guardian, or person standing in loco parentis:

Telephone(s)

Home:

Work:

Cell Phone:

Health Concerns to be shared with authorized persons (school administrators, teachers, and other school personnel who require such information to perform their assigned duties):

HEALTH CARE PROVIDER TO COMPLETE THIS SECTION

Medications prescribed for student:

Student's allergies, type, and response required:

Special diet instructions:

Health-related recommendations to enhance the student's school performance:

Vision screening information:

Passed vision screening: ☐ Yes ☐ No

Concerns related to student's vision:





January 2016rev

Hearing screening information:

Passed hearing screening: ☐ Yes ☐ No

Concerns related to student's hearing:

Recommendations, concerns, or needs related to student's health and required school follow-up:

School follow-up needed: ☐ Yes ☐ No

Medical Provider Comments:

Please attach other applicable school health forms:

Immunization record attached: ☐

School medication authorization form attached: ☐

Diabetes care plan attached: ☐

Asthma action plan attached: ☐

Health care plans for other conditions attached: ☐

Health Care Professional's Certification

I certify that I performed, on the student named above, a health assessment in accordance with G.S. 130A-440(b) that included a medical history and physical examination with screening for vision and hearing, and if appropriate, testing for anemia and tuberculosis. I certify that the information on this form is accurate and complete to the best of my knowledge.

Name:

Title:

Signature: _____

Date (m/d/yyyy):

Date of Exam (if Different):

Practice/Clinic Name:

Practice/Clinic Address:

Practice/Clinic City:

State:

Zip:

Phone:

Fax:

Provider Stamp Here:





Pamlico County Schools North 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 first enrolled in any U.S. school (Private or Public, but not PreK) <i>Indicate if 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?	

*****For Office Use Only*****

Person Reviewing this Survey: _____

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?	

Fred A Anderson Elementary
Sharon Carter-Moore Principal Victoria Krystofiak, Assistant Principal
515 Anderson Drive, Bayboro, NC 28515
252-745-4611 Fax 252-745-5021

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: _____



PUBLIC SCHOOLS OF NORTH CAROLINA

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

WWW.NCPUBLICSCHOOLS.ORG



Occupational Survey

Student Name : _____
Last Name First Name

School: _____ Grade: _____

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.

1. Have you or someone in your family worked in any of the following areas below in the last three years?

☐ No

☐ Yes (Select all that apply and continue to question number 2)

2. Have you or your family moved to another school district or to another city or county in the last three years?

☐ No

☐ Yes



Work in the harvest of fruits and vegetables, tobacco, sweet potatoes, nuts, cotton, or in agricultural farms, ranches, fields, and vineyards

☐

Working in a fruit or vegetable cannery or 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

☐

Other similar work in agriculture, please explain:

3. How long ago did you arrive to this county? Month _____ Year _____

4. Parent(s)' Name(s) _____

5. What is your current address?

Address _____

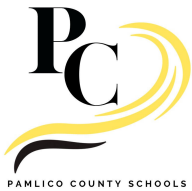
City _____ State _____ Zip Code _____

6. Phone Number(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



Pamlico County Schools

Transportation Request

Minimum 3 – 5 day processing required

(One form per child)



Student Name: _____ Grade: _____
Street Address: _____
City and Zip Code: _____
Telephone Number (s): _____

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.

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 Signature: _____ Date: _____

DEPARTMENT USE ONLY:

Student ID: _____ Stop ID: _____ AM Bus #: _____ PM Bus #: _____

Department Approval: _____ Date: _____

Phone: 252-745-4601 Fax: 252-745-3016