

REGIONAL SCHOOL DISTRICT NO. 7
BARKHAMSTED, COLEBROOK, NEW HARTFORD, NORFOLK
Post Office Box 656, Winsted, Connecticut 06098

Steven K. LePage
Superintendent of Schools
slepage@nwr7.org



James M. Gaskins
Director of Finance & Operations
jgaskins@nwr7.org

Welcome to Northwestern Regional School District No. 7!

Enclosed is a registration packet with the following necessary forms for enrollment:

- | | |
|--|---|
| <input type="checkbox"/> Authorization for Release of Records | <input type="checkbox"/> Transportation Request |
| <input type="checkbox"/> Registration | <input type="checkbox"/> School Messenger |
| <input type="checkbox"/> Legal Restrictions & Registration Permissions | <input type="checkbox"/> Additional Permissions |
| <input type="checkbox"/> Student Race & Ethnicity Questionnaire | <input type="checkbox"/> Acceptable Use Forms |
| <input type="checkbox"/> ESSA | <input type="checkbox"/> ChromeBook Insurance |
| <input type="checkbox"/> Student Support Services | <input type="checkbox"/> Health Forms (3) |
| <input type="checkbox"/> Immunization Records/CT Health Assessment* | |

**If moving here from out-of-state, provide a copy of your child's most recent physical & immunizations from their current doctor. Follow up with a CT doctor is required.*

In addition to these forms, the following is required:

- Proof of Residency: Legal documents proving eligibility to enroll in Northwestern Regional School District #7. See the Proof of Residency Guidelines page for details.
- Student's Birth Certificate

Please return your packet of materials to:

Northwestern Regional School District #7

Attn: Michelle Derochick

100 Battistoni Drive

Winsted, CT 06098

mderochick@nwr7.org

Once we have received all of the required documents, you will be contacted to continue the registration process. Questions? Contact Michelle Derochick at (860) 379-8525 x2506

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PROOF OF RESIDENCY REQUIREMENTS

Per Connecticut State Law, "residency must be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations."

To register as a student in Northwestern Regional School District #7, the following requirements must be fulfilled:

- Residency in one of the district towns: Barkhamsted, Colebrook, New Hartford, Norfolk; or
- Acceptance to our high school's Agricultural Education Program when residing in a participating sending town; or
- Residency in either East Hartland or West Hartland, along with completed registration in the Hartland school district.

Registering students/families must provide TWO the following documents:

- Current mortgage statement
- Copy of current lease, signed and dated by both landlord and tenant
- Copy of property deed
- Current utility bill or work order showing service installation address
- Signed/dated home purchase agreement
- Current cable, satellite or internet provider bill
- Current proof of government benefits showing an address (disability, SNAP, etc.)
- A valid driver's license/non-driver ID with current address (no stickers)
- Change of address confirmation from the post office
- Property tax bill
- Current homeowner's or automobile insurance policy
- Current payroll stub
- Current bank or credit card statement
- Current letter from a government agency (e.g., military, Social Security)

Residency Affidavit

If you reside in someone else's home, or rent month-to-month with no lease, you must submit a notarized [Affidavit of Property Owner/Host](#) form. The host MUST adhere to the guidelines above.

If you have any questions regarding the proof of residency guidelines, please contact:
Michelle Derochick at 860-379-8525 x2506 or mderochick@nwr7.org.

****Residency and the student's eligibility to remain in Northwestern Regional School District #7 is subject to review at any time.****

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Authorization for Release of Records

In compliance with Public Law 93-380, I hereby authorize Northwestern Regional School District to release/obtain all health, scholastic, and any other pertinent records, including special education records, 504 plans, PPT recommendations and psychological reports concerning:

Student Name _____ Date of Birth _____ Grade _____

_____ Release to: _____ Obtain from:

Name of School/Agency

Street Address

City, State, Zip code

Phone Number/Fax Number/Email

Signature of Parent or Guardian

Relationship to Student

Date

Please send all educational records to Michelle Derochick, 100 Battistoni Dr., Winsted, CT 06098
mderochick@nwr7.org 860-379-8525 x2506

NORTHWESTERN REGIONAL SCHOOL DISTRICT 7 REGISTRATION FORM

This form must be filled out by a legal parent, legal guardian or other legal decision maker.

ABOUT THE STUDENT: Entrance Grade: _____ Start Date: _____

Last Name: _____

First Name: _____ Middle Name: _____

Date of Birth: _____ Gender: Male Female Non-Binary [Circle one]

Primary Phone Number: _____ Student's Cell Phone: _____

Home Street: _____

Home City: _____ Home Zip Code: _____

Mailing Street: **(if different)** _____

Mailing City: _____ Mailing State: _____ Mailing Zip Code: _____

ABOUT THE PARENTS: Child lives with [check all that apply]

Contact 1: Last name: _____ First name: _____

Relationship to the student: _____

Street: **(if different from student)** _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Best Day Time Phone: _____

Email Address: _____

Contact 2: Last name: _____ First name: _____

Relationship to the student: _____

Street: **(if different from student)** _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Best Day Time Phone: _____

Email Address: _____

Contact 3: Last name: _____ First name: _____

Relationship to the student: _____

Street: **(if different from student)** _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Best Day Time Phone: _____

Email Address: _____

NORTHWESTERN REGIONAL SCHOOL DISTRICT 7

EMERGENCY CONTACTS

NOT LISTED AS CONTACT 1, 2, OR 3 PREVIOUSLY

EMERGENCY CONTACT 1:

Name: (last, first) _____ Relationship to child: _____

Phone: _____ [Circle one] Home Cell Work

EMERGENCY CONTACT 2:

Name: (last, first) _____ Relationship to child: _____

Phone: _____ [Circle one] Home Cell Work

MEDICAL CONTACTS:

Physician's Name: _____ Telephone: _____

Dentist's Name: _____ Telephone: _____

Parent/Guardian: _____ Date: _____

Signature

NORTHWESTERN REGIONAL SCHOOL DISTRICT 7

STUDENT SUPPORT SERVICES

Student's Name: _____ Grade: _____

Student's Date of Birth: _____

Please select your answer by circling Y or N to the questions that follow::

1) Is the child identified Special Education: Y N

If yes, what services did your child receive? _____

2) Has the child received any prior Special Education Services? Y N

3) Is there a current IEP on file at the previous school? Y N

4) Is the child receiving tutoring services at the previous school? Y N

5) Is there a current 504 plan on file for the child at the previous school? Y N

If yes, what services did your child receive? _____

Parent/Guardian: _____ Date: _____

Signature

NORTHWESTERN REGIONAL SCHOOL DISTRICT 7

Every Student Succeeds Act (ESSA) & Language Information

We are required by the. US Department of Education to ask for the following information:

Student's Name: _____ Date of Birth: _____

MILITARY:

Is a parent/guardian of the child is a member of the Armed Forces on **active duty** or serves on a full-time National Guard Duty?

Yes No

IMMIGRATION:

Was the child born **IN** the United States or Puerto Rico?

Yes No

* If you answered **No** to the above question, has the child attended school in the United States for 3 or more full academic years?

Yes No

Home Language Survey

FAMILY LANGUAGES:

1) What is the primary language USED in the home, regardless of the language spoken by the student?

2) What is the language MOST often spoken by the student?

3) What is the language the student first acquired?

Parent/Guardian: _____ Date: _____

Signature

NORTHWESTERN REGIONAL SCHOOL DISTRICT 7

TRANSPORTATION REQUEST

Student's Name: _____

School: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Phone Number: (____) _____

Pickup Address: _____

Pickup City: _____

Drop off Address: _____

Drop off City: _____

Beginning Date: _____

Parent/Guardian: _____ Date: _____

Signature

***** Business Office Use *****

BOE Business Office Approval Date: _____

BOE Business Office Signature: _____

Note: This form must be completed and filed with the Business Office.

NORTHWESTERN REGIONAL SCHOOL DISTRICT 7

ADDITIONAL RELEASE OF INFORMATION PERMISSIONS

In accordance with Section 8528 of the act titled Elementary and Secondary Education Act of 1965 (ESEA), this school is required to provide names, addresses, and phone numbers of high school students to institutions' of higher education as well as military recruiters. A high school student aged 18+ or the parent of a student under 18 may request the information not be released without prior written parental consent.

MEDIA RELEASE: PHOTOS/VIDEOS

The school system and the media regularly photograph and tape events, activities and success stories at Northwestern Regional School District #7. If you don't want your child's imaged used in a publication or other media, you must opt out.

My child's photo MAY BE USED in media stories

Yes No

MEDIA RELEASE: NAME

Through hard work and perseverance, students may acquire excellent academic records that earn them Honor Roll status and the school system list their student's names in publications. If you don't want your child's name used in a publication or other media, you must opt out.

My child's name MAY BE USED in media stories

Yes No

MILITARY RELEASE:

I give permission to the school to release the name, address and phone numbers of the student to military recruiters.

Yes No

Parent/Guardian: _____ Date: _____
Signature

NORTHWESTERN REGIONAL SCHOOL DISTRICT 7

Legal Restrictions & Registrations Permissions

Student's Name: _____ Grade: _____

Legal Restrictions:

Are there any existing custodial agreements or legal orders currently in effect?

Yes No

If Yes, to ensure this information is recorded in our student database, please submit a copy of the existing custodial agreement or legal orders. Should this information change, notify the student's school immediately.

1. My child, _____ is eligible to attend Northwestern Regional School District No. 7 under one of the following qualifications: Is a legal resident of Colebrook, New Hartford, Barkhamsted, or Norfolk; Is a legal resident of East Hartland or West Hartland and has selected NWR7 using a school choice waiver; Has been accepted to the NWR7 Agricultural Education program as a student who legally resides outside the district. *Students enrolling under any other circumstance must have documented approval from the Superintendent.*
2. I have shared with the district any and all information and documents (including court records, orders or agreements or the like) regarding proof of parental custody, guardianship and control over educational decision making with respect to my child.

I hereby attest that all registration information provided to the district for the child named on this form is accurate. I understand that providing any false information may serve to prohibit this child from attending the District's schools and may result in other penalties under law.

Parent/Guardian: _____ Date: _____
Signature

PLEASE KEEP THIS SHEET FOR REFERENCE AND TO OPT-IN TO RECEIVE TEXTS

SchoolMessenger is our system-wide phone, email and SMS (text) messaging system which allows you to receive important school related information such as weather cancellations, delays, general and emergency school announcements.

STUDENT CELL PHONE NUMBER

- 1) Please list your child's cell phone if you give permission for them to receive calls and/or text messages.
- 2) Depending on your data plan with your provider a service charge may apply.

PRIMARY PHONE NUMBERS

- 1) Please DO NOT list a student's cell phone number as a primary or emergency number.
- 2) Please DO NOT list any extensions, because this is an automated system extensions cannot be called.

Emergency Phone Numbers:

- 1) Please DO NOT list a student's cell phone number as a primary or emergency number.
- 2) Please DO NOT list any Contact 1 or Contact 2 as an *Emergency contact*.
- 3) Please DO NOT list any extensions, because this is an automated system extensions cannot be called.

Email Addresses:

The email addresses listed for Contact 1 & Contact 2 on the Registration Form will automatically be listed to receive emails.

SMS/Text Messaging

The cell phone numbers listed for Contact 1 & Contact 2 on the Registration Form will automatically be listed to receive text.

If you want to receive texts the cell phone listed in Contact 1 & Contact 2, you MUST opt-in from mobile phone(s) by sending "Y" or "Yes" to 67587.

Please note: Depending on your data plan with your provider a service charge may apply.

Student's Name: _____ Student's Cell: _____

PRIMARY PHONE NUMBERS *Please DO NOT list a student's cell phone number*

Primary 1: Name: _____ Phone: _____

Primary 2: Name: _____ Phone: _____

EMERGENCY PHONE NUMBERS *Please DO NOT list a student's cell phone number*

Please DO NOT repeat any Primary Phone Numbers listed above.

Emergency 1: Name: _____ Phone: _____

Emergency 2: Name: _____ Phone: _____

SMS/Text Messaging

The cell phone numbers listed for Contact 1 & Contact 2 on the Registration Form will automatically be listed to receive text.



NWR7 STUDENT ACCEPTABLE USE POLICY (AUP)

100 BATTISTONI DRIVE
WINSTED, CT 06098
860.379.8525

Student Name _____
(Print last name, first name)

Grade Level _____ **Graduation Year** _____

Street Address _____

Town and Zip _____

Agreement Technology Access to the internet and school internal network resources is provided to all NWR7 students on a variety of electronic devices. It is intended to leverage technology for academic tasks like research, writing, testing, and online learning, while also practicing responsible online behavior and proper computer usage. Our objective is to foster educational excellence through resource sharing, innovation, and communication. The Board of Education endorses the use of the internet to offer a wide range of valuable and diverse resources to its users. While the Board strives to filter out inappropriate content to the best of its abilities, it recognizes that it is not possible to completely eliminate access to such material. Each user is responsible for their online behavior. In cases of security or technical breaches, or if inappropriate content is inadvertently accessed, it is essential to report this to the relevant staff member without delay.

Agreement Chromebook This agreement pertains to the utilization of an NWR7 issued Chromebook, charger, and protective case, which is assigned to the student, along with corresponding network and internet access, which is designed to support the educational objectives of Regional School District No. 7. It adheres to policy 6150 and the Acceptable Use Policy (AUP) 6141, as established by the Board of Education and managed by the IT Department of NWR7. BOE policies can be viewed <https://www.nwr7.com/board-of-ed/policies>.

The Chromebook is intended to facilitate the District's 1:1 computing initiative, and may be employed for all academic activities related to NWR7's curriculum. The device will remain in the possession of the student, and this agreement will remain in effect as long as the student is enrolled in NWR7. Upon graduation or departure from the district, the device must be returned in good working condition and free from damage or intentional modification, or the student will assume financial responsibility for device restoration or replacement. Students are to bring the device to school each day, fully charged.

Details of the Student Agreement:

- The student is required to care for and maintain the device in a reasonable condition and is financially responsible for any damage incurred. Any damage must be reported immediately to NWR7's IT Department for assessment, at which time a bill may be issued for repair. Equipment failure that is inherent to the system is excluded from this agreement. The device must not be loaned to others, nor should it be physically altered in any manner.
- Modifications to the operating system are strictly prohibited, including changes to system files, configuration settings, or any alterations that could affect the device's performance, security, or

characteristics. The IT Department of NWR7 can restore the device to its original state if necessary.

- The user is expected to exhibit responsible behavior in alignment with the mission, culture, and functions of NWR7, as well as to maintain responsible conduct regarding the electronic information environment at all times, including both local and internet content.
- The user agrees to adhere to the established school technology rules and policies as detailed in NWR7's Acceptable Use Policy, and is expected to uphold the integrity and security of the school network.

Student Agreement Acknowledgement

I acknowledge my obligation to adhere to the Acceptable Use and Chromebook Agreement Policy of NW Regional School District No. 7, along with the associated procedures and guidelines. I understand that technology access is intended solely for educational purposes. Furthermore, I recognize that any breach of these terms is considered unethical and may be regarded as a criminal act. Should I violate this policy or its related procedures and guidelines, my access privileges may be rescinded, and the administration may implement disciplinary measures or seek legal recourse as deemed appropriate.

Student Signature _____ **Date** _____

Parent Agreement Acknowledgement

As the parent or legal guardian of the student mentioned above, or as a student aged 18 or older, I hereby acknowledge that I have thoroughly read, comprehended, and agree to adhere to all the guidelines outlined, including the Chromebook and Acceptable Use Policy, as well as all related policies accessible on the website at <https://www.nwr7.com/board-of-ed/policies>. I grant permission for my child or myself, if I am a student aged 18 or older, to utilize technology services and to receive an account. Furthermore, I confirm my consent for my child or myself to use personal technology, and I affirm that the information provided in this form is accurate. I recognize that any infractions of the school's policies, procedures, and guidelines by my child may lead to the revocation of access privileges, disciplinary measures, and/or other consequences.

I authorize my child or ward to access technology services. I understand that my child or ward may be held accountable for any violations. I accept the responsibility of guiding internet usage, establishing and communicating standards for my child or ward to follow when selecting, sharing, or exploring information and media. As the parent or guardian, I consent to my child or ward's use of personal technology within the school environment. I acknowledge that I will comply with the Chromebook guidelines and the policies 6141 & 6150 of the NWR Board of Education as listed on their website.

Additionally, I agree to indemnify Regional School District No. 7 against any damages incurred by my child or ward, including those resulting from non-deliveries, mis-deliveries, service interruptions, unauthorized use, data loss, and exposure to potentially harmful or inappropriate content or individuals associated with the use of NWR7's technological resources.

This agreement remains in effect for the duration of my child or ward's enrollment in the Regional School District No. 7.

Parent Signature _____ **Date** _____



NWR7 CHROMEBOOK ACCIDENT INSURANCE POLICY

Regional School District no.7
100 Battistoni Drive
Winsted, CT 06098
860.379.8525

Dear Parent/Guardian,

NWR7 Chromebook Insurance

NWR7 is offering an optional, school managed, Chromebook insurance policy to cover accidental damage for the academic year of 2026-2027. Due to the ever increasing cost of technology, accidental insurance can provide a layer of financial protection should your child's Chromebook incur damage. At present, a new chromebook cost the school approximately \$325.00, including the required GSuite for Education site license.

Coverage Details

The annual fee for one Chromebook is \$30.00, including charger, and covers two incidents of damage, including one loss. Damage to a chromebook could be a cracked screen, keyboard with missing keys, depleted battery, malfunctioning microphone, wifi card, or other issue. Coverage is for a period of one year, with open enrollment until September 30th, 2026. Policy expires on the last day before the new school year begins, each year.

Coverage Exceptions

Coverage may be denied if the student willfully defrauds, conceals, or misrepresents any material information about the cause of the damage or loss of the device. Cosmetic damage, self-repair attempts, device alterations, tampering, or lost or stolen device are also grounds for dismissal of claim. All repairs are done at NWR7. Malfunctions due to normal wear and tear are not counted as an incident.

To Purchase

To purchase insurance, please complete the included form and submit with payment to Northwestern Regional School District No. 7, 100 Battistoni Drive, Winsted, CT 06098. ATTN: CB Insurance. No cash payments are accepted. Coverage is non-refundable.

If you do not wish to purchase insurance, incurred fees for damage will be the responsibility of the designated family, per current practice, as detailed in our "NWR7 Chromebook User Agreement" form. All fees are required to be paid by the end of each term.

We hope you will take this opportunity to secure coverage for your child's school Chromebook. This document and other forms are available at NWR7.com

Thank you,
IT Department

AGREEMENT FORM - CB ACCIDENT INSURANCE

Student Name _____
(Print last name, first name)

Grade Level _____ Graduation Year _____

Street Address _____

Town and Zip _____

Phone number _____

Coverage Year: 2026-2027
Enrollment open until September 30, 2026

YES - I wish to enroll in NWR7's Chromebook Accident Insurance Policy.

Cost \$30.00 /year

Payment Payment can be made to Regional School District no.7, and mailed or delivered to: NWR7 Business Office, 100 Battistoni Drive, Winsted, CT 06098. ATTN: Chromebook Insurance. Please include this form when submitting payment.

Parent Agreement Acknowledgement

Parent Signature _____

Date _____