



REGISTRATION/EMERGENCY DATA FORM

STUDENT INFORMATION

Student's Full Legal Name _____
(Last) (First) (Middle) (Suffix)

Grade _____ Male Female Birthdate _____ Student Age _____

Student's Primary Nighttime Residence (Sunday-Thursday) _____ Apt # _____ Zip Code _____

Student Cell Phone (if applicable) _____ Student Home Phone _____

Student Ethnicity (Check one) Hispanic or Latino No Yes

(Persons of Cuban, Mexican, Puerto Rican, South or Central American or Spanish culture or origin, regardless of race)

Student Race (Check all that apply)

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

All Parent(s)/Legal Guardian(s) of minor children (If Guardianship/Custody: Please provide legal documentation)

(Last, First, MI) _____ (Relation) _____

Parent Address _____ City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____ E-Mail _____

Stu. Lives With No Yes Custody No Yes Educ. Rights No Yes Contact Allowed No Yes Release To No Yes

Place of Employment _____ Work Phone _____

Employment Address _____ City _____ State _____ Zip _____

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(Last, First, MI) _____ (Relation) _____

Parent Address _____ City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____ E-Mail _____

Stu. Lives With No Yes Custody No Yes Educ. Rights No Yes Contact Allowed No Yes Release To No Yes

Place of Employment _____ Work Phone _____

Employment Address _____ City _____ State _____ Zip _____

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(Last, First, MI) _____ (Relation) _____

Parent Address _____ City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____ E-Mail _____

Stu. Lives With No Yes Custody No Yes Educ. Rights No Yes Contact Allowed No Yes Release To No Yes

Place of Employment _____ Work Phone _____

Employment Address _____ City _____ State _____ Zip _____

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(Last, First, MI) _____ (Relation) _____

Parent Address _____ City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____ E-Mail _____

Stu. Lives With No Yes Custody No Yes Educ. Rights No Yes Contact Allowed No Yes Release To No Yes

Place of Employment _____ Work Phone _____

Employment Address _____ City _____ State _____ Zip _____

Does minor student have a court restriction regarding parent/guardian contact? No Yes

(Please provide copy of court documents, if yes.)

Minor student will be released to parent/guardian during school hours unless a court order specifically prohibits contact or release with parent/guardian. Parent/guardian is responsible for providing current copies of all court orders.

Registration Quick Tips for Parents

Please assist the school with providing your child's information by filling out this document completely. Listed below are some typical questions and answers that parents have about what they need to bring when registering their child.

Q. What should I bring to register my child in kindergarten?

A. To register your child in kindergarten, please bring:

1. two proofs of residence/address (lease agreement/mortgage statement and current gas, electric, or water bills)
2. certified birth certificate
3. physical examination report (dated within 12 months prior to starting kindergarten)
4. current immunization records
5. two emergency contact phone numbers that are current

Q. What procedures must be followed to register a child if we move within the city of Virginia Beach and are now in a different home school zone?

A. To register transfer students within the school division, please bring:

1. two proofs of residence/address (lease agreement/mortgage statement and current gas, electric, or water bills)
2. previous school transfer form including immunization record
3. previous school report card or progress report card as appropriate
4. two emergency contact phone numbers that are current

** Your child's new school will request records from the previous school.*

Q. We have just moved to Virginia Beach and my children are in grades higher than Kindergarten. As new students to the school division, what should we bring to register?

A. To register new students to the school division, please bring the items listed below. To assist with the registration process, your child's new school will request records from the previous school.

1. two proofs of residence/address (lease agreement/mortgage statement and current gas, electric, or water bills)
2. certified birth certificate
3. current immunization records
4. physical examination report, if applicable (grades K-5)
5. previous school report card or transfer form
6. two emergency contact phone numbers that are current

Q. If I have additional questions about registering my child as a student whom should I contact?

A. Should you need additional information, please contact either your neighborhood school office or the Office of Student Leadership at (757) 263-2020.



STUDENT EMERGENCY/MEDICAL INFORMATION

School Year _____
Student's Name _____ Date of Birth _____
Doctor's Name _____ Phone Number _____

Adult Emergency Contact Information (other than parent/legal guardian)—In the event of an emergency, during school hours and at the discretion of the school principal, my minor child may be released to one of the adults listed below:

Name _____ Relation _____ Release To No Yes
Cell Phone _____ Home Phone _____ Work Phone _____
E-Mail _____

Name _____ Relation _____ Release To No Yes
Cell Phone _____ Home Phone _____ Work Phone _____
E-Mail _____

Childcare Provider (If applicable) _____ Release To No Yes
Address _____ Phone _____

Does this student have health insurance? No Yes

Please contact the school nurse if your student will need health related accommodations, treatments, or medications in school, or if you have any health related questions or concerns.

- If the school is unable to contact parent/legal guardian of minor child, I give permission for the school to contact the emergency contact and/or my child's physician for clarification of any medical needs.
- I give school authorities permission, in an emergency, to secure necessary aid and transportation for the preservation of my child's health or myself, at my expense.

Signature of Independent Student, Parent/Legal Guardian, or Person Having Charge of Minor Student

Date

Note: The following information is required by state and federal law.

Is the student an **immigrant**? No Yes

Immigrant—Individuals who are aged 3 through 21; were not born in any State of the United States of America; and have not been attending one or more schools in any one or more States for more than three (3) full academic years.

Is the student a **refugee**? No Yes Country Represented: _____

Refugee—An individual who is outside his/her country and is unable or unwilling to return to that country because of a well-founded fear that he/she will be persecuted because of race, religion, nationality, political opinion, or membership in a particular social group. This definition excludes persons displaced by natural disasters or persons who, although displaced, have not crossed an international border. Also excluded are persons commonly known as “economic migrants,” whose primary reason for flight has been a desire for personal betterment rather than persecution per se. Specifically, the U.S. Citizenship and Immigration Services has issued to refugees an I-94 card that is stamped “Refugee” and which contains an alien number.

Is the student **homeless**? No Yes

Homeless—The term “homeless children and youth” (A) means individuals who lack a fixed, regular, and adequate nighttime residence...; and (B) includes (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings... (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Is the student a **migrant**? No Yes

Migrant—A ‘migratory child’ means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work—(A) has moved from one school district to another; (B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or (C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Is child **neglected**?* No Yes

Is child **delinquent**?* No Yes

***Neglected or delinquent children**—A child placed by an agency or court in a local institution for neglected or delinquent children and youth or attending a community day program for such children.

Is the child in **foster care**?

Does the student reside in a foster home? No Yes (If yes, please provide copy of documents.)

AlertNow/ParentSquare Notification System

AlertNow/ParentSquare is the rapid notification system used by the school division to send important information quickly via phone, email and/or text to parents and legal guardians of VBCPS students.

This system is used to send messages about emergency situations, health or safety updates, inclement weather notifications, school delays and more. The system also allows the school division and individual schools to remind families about upcoming events and activities, such as report card distribution, open houses and class field trips. All VBCPS students are automatically enrolled in the **AlertNow/ParentSquare** notification system, however, to ensure families receive all intended messages, schools should immediately be notified of any changes or updates to a student’s contact information.

More information on **AlertNow/ParentSquare** can be found by visiting www.vbschools.com/about/contact/AlertNow.

- I understand it is a Class 4 misdemeanor charge for knowingly making a false statement concerning the residency of a person in a particular school division or school attendance zone for the purposes of avoiding tuition charges or enrollment in a school outside the attendance zone or division in which the student resides. Violation of this law is punishable up to a \$250 fine.
- I give my permission for my minor child or myself to attend all school-authorized field trips and after-school programs, if offered. I understand that all normal precautions will be taken for safety and students/parents will be advised in advance of all field trips and after-school programs. I may withdraw permission for my child or myself to attend a specific field trip or after-school program by providing written notice to the school.
- I assume liability for all damages or loss of school property, including electronic equipment, caused by myself or the minor student being registered.
- I agree to explain all student absences and tardiness in writing upon student re-entry into school.
- I understand information that is classified as “directory information” may be disclosed under the guidelines noted in School Board Policy and Regulation (5-66 and 5-66.1) and in the annual notice to adult students and parent/legal guardians and in accordance with state and federal law and that I may prevent disclosure of such information by providing written notice to the school. Address, telephone number and email address will only be released with affirmative consent.
- I give school authorities permission, in an emergency, to secure necessary aid and transportation for the preservation of my or my child’s health, at my expense.
- **I will notify the school with any changes to the information on this form.**
- **Failure to be truthful and/or forthcoming regarding your residency and the time of your residency change will initiate the immediate withdrawal of your student(s) from Virginia Beach City Public Schools. My signature certifies that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware any false or fictitious statements or claims may subject me to criminal, civil, or administrative penalties.**

Signature of Independent Student, Parent/Legal Guardian, or Person Having Charge of Minor Student

Date

Thank you for providing your school with this important information.

Donald E. Robertson Jr., Ph.D., *Superintendent*
Virginia Beach City Public Schools
2512 George Mason Drive, Virginia Beach, VA 23456-0038

Notice of Non-Discrimination Policy

Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or military status in its programs and activities, employment, or enrollment and provides equal access to the Boy or Girl Scouts and other designated youth groups. School Board policies and regulations (including but not limited to, Policies 2-33, 4-4, 5-4, 5-7, 5-19, 5-20, 5-31, 5-44, 6-7, 6-33, 7-48, 7-49, 7-57 and Regulations 2-33.1, 4-4.1, 4-4.2, 4-4.3, 5-7.1, 5-44.1, 5-44.2, 7-11.1 and 7-57.1) provide equal access to courses, programs, enrollment, counseling services, physical education and athletic, vocational education, instructional materials, extracurricular activities, and employment.

Title IX Notice: Complaints or concerns regarding discrimination on the basis of sex or sexual harassment should be addressed to the Title IX Coordinator, Robin Reese, Ed.D., at the VBCPS Office of Student Leadership, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452, (757) 263-2020, Robin.Reese@vbschools.com.

Additional information regarding Virginia Beach City Public Schools’ policies regarding discrimination on the basis of sex and sexual harassment, as well as the procedures for filing a formal complaint and related grievance processes, can be found in School Board Policies 5-31, 5-44 and School Board Regulations 5-44.1, 5-44.2 (students), School Board Policy 4-4 and School Board Regulation 4-4.3 (employees) and on the School Division’s website <https://www.vbschools.com/about/titleix>.

Concerns about the application of Section 504 of the Rehabilitation Act should be addressed to the Section 504 Coordinator/Executive Director of Student Support Services at (757) 263-1980, 641 Carriage Hill Road, Suite 100, Virginia Beach, VA 23452, or the Section 504 Coordinator at the student’s school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at (757) 263-2400, Plaza Annex/Family and Community Engagement Center, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452.

The School Division is committed to providing educational environments that are free of discrimination, harassment, and bullying. Students, staff, parents/legal guardians who have concerns about discrimination, harassment, or bullying should contact the school administration at their school. Promptly reporting concerns will allow the school to take appropriate actions to investigate and resolve issues. School Board Policy 5-7 addresses non-discrimination and anti-harassment, Policy 5-44 addresses sexual harassment and discrimination based on sex or gender. Policy 5-36 and its supporting regulations address other forms of harassment.

Alternative formats of this publication which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write the Department of School Leadership, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038. Telephone (757) 263-1088 (voice); fax (757) 263-1260; (757) 263-1240 (TDD) or email DeptofSchoolLeadership@vbschools.com.

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