Enrollment Procedures Manual

2013-2014

San Felipe-Del Rio Consolidated I.S.D
TABLE OF CONTENTS

- Introduction .................................................................................................................. 2
- Departmental Roles and Responsibilities ................................................................. 3
- Enrollment Process at Student Services ................................................................. 5
  - Documents Required for Registration ................................................................. 5
  - Registration Packet ............................................................................................... 7
  - Registration Process ............................................................................................. 8
- Change of Address and Transfers .......................................................................... 11
- Entry Into Skyward ................................................................................................... 12
- Activation of Student by District Registrar .......................................................... 19
- Course Enrollment .................................................................................................. 22
- Attendance Posting ................................................................................................. 23
- Discipline Posting ................................................................................................. 24
- Appendix A ............................................................................................................. 25-A
- Appendix B ............................................................................................................. 25-B
INTRODUCTION

The enrollment process at San Felipe-Del Rio CISD consists of team work between various departments and personnel. It is critical that the proper procedures are followed as pertaining to the enrollment process for state reporting, funding and accountability. This manual explains the role it takes for specific departments during the enrollment procedure. If the enrollment procedures are followed correctly it will facilitate the enrollment process and transition when the student shows up at their assigned campus for campus staff, parents/guardians and the student.
# DEPARTMENTAL ROLES AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>ROLES &amp; RESPONSIBILITIES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT SERVICES</td>
<td>Student registration, Attendance, Discipline, Student Transfers, Court hearings for attendance issues</td>
</tr>
<tr>
<td>DISTRICT REGISTRAR</td>
<td>Student enrollment into Skyward, Activating students, Transferring students, maintaining enrollment forms and Transcripts</td>
</tr>
<tr>
<td>MANAGEMENT INFORMATION SYSTEMS (MIS)</td>
<td>Maintains several data systems such as: the Skyward student information system and the Public Education Information Management System (PEIMS). The Skyward system is a database for student grades, demographics and attendance. The PEIMS system reports student demographic information to the state of Texas. MIS maintains the following also: Staff development records; discipline records; database security; and user log in rights for all district users on Skyward. MIS also helps with reports needed per campus or administration, and produce Discipline Manual and Attendance Accounting Procedures Manual</td>
</tr>
<tr>
<td>SPECIAL EDUCATION</td>
<td>Determining whether a student qualifies for special education services and coding it on Skyward</td>
</tr>
<tr>
<td>BILINGUAL/ESL</td>
<td>Determining whether a student qualifies for Bilingual/ESL services and coding it on Skyward</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>MIGRANT</td>
<td>Enrolls children into the Migrant Program</td>
</tr>
<tr>
<td>HEADSTART/PK (CARDWELL)</td>
<td>Determine whether a student qualifies for the Headstart/PK program. They receive all registration information from Student Services and then begin the qualification process at Irene Cardwell Elementary. If a student qualifies for the Headstart/PK program, they forward the Student Information Card, a copy of the Birth Certificate and Social Security Card to District Registrar for enrollment into Skyward.</td>
</tr>
</tbody>
</table>
ENROLLMENT PROCESS AT STUDENT SERVICES

The first step in the enrollment process is for the parent/guardian to register their student at Student Services in the Annex I building located at 900 Cantu Road.

Documents required for registration

When the parent/guardian goes to register their child they must provide the following documents:
- Birth Certificate
- Social Security Card
- Vaccination Records
- School Records/Withdrawal Forms
- Proof of Residence. The following type of bills are acceptable to fulfill this requirement:
  - Electricity
  - Cable
  - Telephone
  - If the utility bill is under another person’s name (not parent/guardian’s) an Affidavit is signed by both the parent/guardian and the person on the bill at the Student Services’ office.

There are a few circumstances where documents can be waived. Under the Federal McKinney-Vento Act and Texas State Law, the student can still be enrolled without the required documentation if they fall into any of the following situations:

- If residence or housing is uncertain (in an abandoned building or car, at a campground, or on the street)
- If the student lacks a permanent physical address (in a house or an apartment with more than one family because of economic hardship or loss)
- If the student lives in a temporary address (in a motel, hotel, or weekly-rate housing)
- If the student lives in a shelter (family shelter, youth shelter, domestic violence shelter or transitional living program)
- If the student is in temporary foster care or with an adult who is not their parent or legal guardian
- If the student lives in substandard housing (no electricity, no water, and/or no heat)
- If student lives with friends or family because they are a runaway or unaccompanied youth
- If student’s parent/guardian is in the military

If the student qualifies for any of the preceding situations an **SRQ (Student Residency Questionnaire)** form must be filled out (unless they are in foster care and the foster provides them with the student’s information from the foster organization in which they are in.)
Registration Packet

The registration packet includes:
- Student Information Card
- Home Language Survey
- ImmTrac Form
- Student Enrollment Questionaire
- Statement of Residency (if name on utility bill is not the parent’s/guardian’s)
- Foster Care & Military Connected Student Form
- Immigration Status Form
- Lunch Application (refer to Food Services)

PLEASE REFER TO COPY OF PACKET (APPENDIX A) IN THE BACK OF THIS MANUAL.
Registration Process

Student Services verifies that all proper documentation is brought in by the parent/guardian. They then proceed with the enrollment process. They provide a Student ID Number for the student (only if they have not been enrolled in SFDR-CISD before. If they have been enrolled in SFDR-CISD they will use the previously assigned Student ID Number).

1. Student Information Card

The Student Services’ department representative begins by asking the parent/guardian questions and verifying information with the documentation provided by the parent/guardian. This card contains all of the student’s information, including:

- Student’s name as it appears on the birth certificate
- Student’s date of birth and age
- Student's social security number
- Student ID number
- School assigned to according to residence
- Grade level
- Birth place
- Ethnicity
- Mailing and home address
- Parent’s name
- Home phone number and other phone numbers where parent can be reached (cell phone and work phone)
- Last school student attended
- Emergency contact information
When the Student Services representative completes this Student Information Card, the parent/guardian looks over it to make sure all information is correct and signs and dates it. Student Services sends the original to the school and provides a copy for themselves, the District Registrar, the nurse, and the parent.

2. **Home Language Survey**

Please refer to Appendix B in the back of this manual for information on the Home Language Survey procedures.

3. **ImmTrac Form**

The ImmTrac form is filled out by parent/guardian to release their child’s immunization information to the Department of State Health Services so that their child’s immunization information is placed in the state’s central immunization registry.

4. **Student Enrollment Questionnaire**

This questionnaire is filled out by the parent and a Student Services’ representative makes sure that all questions are answered by the parent/guardian. This form helps establish if student might have any special needs and might have to be placed in any special programs.

5. **Statement of Residency**

This affidavit is signed by the parent/guardian if they reside with someone else whose name is on the utility bills provided. Both the parent/guardian and the owner of the utility bill must be present to sign the affidavit in front of a Student Services’ representative.
6. *Foster Care & Military Connected Student Form*

Form is signed to establish if student is in Foster Care or a Military Connected Student.

7. *Immigration Status Form*

Determines if student is eligible for Immigrant Education Program

8. *Food Services*

Student Services representative must refer parent/guardian to Food Services to complete lunch application,

*After all the paperwork is complete and copies have been made of the documents, Student Services sends a copy of the Student Information Card, Birth Certificate, Social Security Number and Home Language Survey to the District Registrar so that the student can be entered into the database (Skyward).*
CHANGE OF ADDRESS AND TRANSFERS

In the event that a student changes residence, the parent must provide acceptable proof of residency.

If the student’s new residence lies within the same zone as their current school, Student Services fills out a Change of Address form and forwards it to the school and the District Registrar. The District Registrar then updates the address onto Skyward.

If the new residence lies within a different school zone, Student Services fills out a Transfer Request form, which includes the new address and the current and new school. Student Services then forwards that form to the school and the District Registrar. The District Registrar updates the address and waits for a representative from the new school to announce that the student has arrived at their campus. In that event, the District Registrar makes sure that the student has been withdrawn from their previous school and then transfers them to the new school using Skyward. If the student has not been withdrawn, the District Registrar contacts the old school and asks to withdraw the student.
ENTRY INTO SKYWARD

The District Registrar is responsible for entering in the students into Skyward after receiving student enrollment information from Student Services. Skyward is the database used to log all of the students’ information such as: demographics, schedules, grades, attendance, special program information, etc.

Procedures for Student Entry into Skyward:

In the student profile page click on the ADD button

Click on the school the child will be attending and click on SELECT

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>DEL RIO HIGH SCHOOL</td>
</tr>
<tr>
<td>002</td>
<td>DEL RIO FRESHMAN SCHOOL</td>
</tr>
<tr>
<td>043</td>
<td>DEL RIO MIDDLE SCHOOL</td>
</tr>
<tr>
<td>102</td>
<td>GARFIELD ELEMENTARY</td>
</tr>
<tr>
<td>103</td>
<td>NORTH HEIGHTS ELEMENTARY</td>
</tr>
<tr>
<td>104</td>
<td>SAN FELIPE MEMORIAL MIDDLE</td>
</tr>
<tr>
<td>105</td>
<td>EAST SIDE ELEMENTARY</td>
</tr>
<tr>
<td>106</td>
<td>LAMAR ELEMENTARY</td>
</tr>
<tr>
<td>108</td>
<td>IRENE C CARDWELL ELEMENTARY</td>
</tr>
</tbody>
</table>

21 records displayed
Enter student’s name and date of birth as it appears on the Birth Certificate provided by Student Services. Then click on ADD ENTERED NAME TO STUDENT

If student has been previously enrolled to the school district then their name and information should pop up in this section (Matching Names). If this is the case click on the student and click on this button to continue. **Make sure to verify the Student ID and/or SSN. Sometimes Skyward will produce students with similar names in this section.**

The NEW STUDENT ENROLLMENT screen is where you enter in all of the student’s information as provided by Student Services.

Fill in the language information as provided on the Home Language Survey (HLS). If Student Services is waiting on original HLS, put a code “T” in place for the language.

**Make sure status is Inactive and all boxes show “YES”**

Make sure all boxes say “NO”. When you fill in everything, click on this box to continue.
For the enrollment date put today’s date and make sure Student type is Regular and Entry Code is “1”, unless otherwise told by the campus. To continue, click on the “SAVE AND ADD FAMILY” button.

This box will pop up. Click on “NO”
Enter in parent/guardian’s name as it appears in the Student Information Card. Then click on this button to continue.

If the parent/guardian is already in the system, verify address and telephone number. If they match, click on this button to continue.

Enter in parent/guardian information as it is provided in the Student Information Card.

Click on proper Relationship Code.

If student has more than one parent/guardian listed, click on “ADD GUARDIAN 2” and follow the same steps for adding the first parent/guardian, otherwise click on “SAVE AND ADD EMER INFO”. If student is in grade 6th-12th click on “SAVE”. Emergency info for secondary schools is done at the campus.
If an emergency contact is listed, enter in name as it appears in the Student Information Card. Then click on this button to continue.

If emergency contact already exists, verify phone number and click on this button.

When this window pops up, click on “CONTINUE ADD”
Fill in emergency contact number and relationship as it is given in the Student Information Card. Then click on “SAVE”

Emergency Contact should show as below. Click on “SAVE AND FINISH”
Double check that all student information is correct in the Entry/Withdrawal tab
ACTIVATION OF STUDENT BY DISTRICT REGISTRAR

Once the student shows up at the school, a representative for the school (usually the registrar, attendance clerk or a designated person in charge of enrollment) calls or e-mails the District Registrar so that the student can be activated.

Click on the ENTITY INFO TAB and click on EDIT
Click on ACTIVE FOR “STATUS” and “NEXT YEAR STATUS”

Make sure “CURRENT YEAR MEMBER” says YES. Then click on “SAVE”

Make sure student is ACTIVE by checking that there is an “A” next to the entity number and not an “I”
Sometimes, the student shows up on a date that differs from the entry date on Skyward, so the District Registrar corrects the date by doing the following:

Under the Entry/Withdrawal tab, click on “EDIT”

In the event that the District Registrar is not available, Mr. Ricardo Casarez, Ms. Nadine Garcia and Ms. Vannessa Juarez in the MIS department are capable of enrolling and activating students into Skyward.
COURSE ENROLLMENT

After the student has been registered, enrolled into Skyward and activated, the school can now build their schedule as necessary and assign them their courses using Skyward.
ATTENDANCE POSTING

Posting attendance daily and correctly is a vital part of accountability for SFDR-CISD. Please reference the Attendance Accounting Procedures Manual and the SFDR-CISD Attendance Codes chart for proficient attendance posting.

The following are considered attendance documents and are collected by all campuses for storage:

- Enrollment Form
- Withdrawal Form
- Attendance from electronic grade book
- Attendance from student management software system (Skyward)
- Official Daily Attendance Reports
- Teacher Attendance Verification Reports
- Student Detail Report
- Campus Summary Report
- Any parent/doctor note or other documentation that supports student’s absence code
- 1st and 4th six weeks verification reports
DISCIPLINE POSTING

It is expected that ALL campuses have PEIMS reportable incidents during any academic year. Please reference the Discipline Manual for proper and proficient Discipline posting. The Discipline Manual has been prepared to assist you in reporting discipline issues that may be needed to be reported to the Texas Education Agency during the academic year. Any incident that results in the removal of a student for any part of the day from the instructional process MUST be reported as an incident through the PEIMS Reporting system. You may also use the system to log all other incidents that will help you keep a record of the student misconduct such as bus incidents, violation of the Student code of Conduct infractions (disruptive, disrespectful, etc...) and/or teacher referrals.

When posting any discipline incident, please reference the Disciplinary Action Reason Codes (Offense Codes) chart that is provided to you in your Discipline Manual.
REGISTRATION PACKET

_____ Student Information Card
_____ Home Language Survey
_____ ImmTrac Form
_____ Student Enrollment Questionnaire
_____ Statement of Residency (If Required)
_____ Foster Care & Military Connected Student Form
_____ Immigration Status Form
_____ Refer to Food Services for Lunch Application
# STUDENT INFORMATION CARD

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.D. #</td>
<td></td>
</tr>
<tr>
<td>YEAR</td>
<td>2013-2014</td>
</tr>
<tr>
<td>STUDENTS LEGAL NAME</td>
<td></td>
</tr>
<tr>
<td>SEX</td>
<td></td>
</tr>
<tr>
<td>SCHOOL</td>
<td></td>
</tr>
<tr>
<td>ENTRY CODE</td>
<td></td>
</tr>
<tr>
<td>ELIG CODE</td>
<td></td>
</tr>
<tr>
<td>ENTRY DATE</td>
<td></td>
</tr>
<tr>
<td>GRADE</td>
<td></td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
<td></td>
</tr>
<tr>
<td>AGE ON SEP 1, 2013</td>
<td></td>
</tr>
<tr>
<td>BIRTH PLACE</td>
<td></td>
</tr>
<tr>
<td>ETH</td>
<td></td>
</tr>
<tr>
<td>HISPANIC/LATINO</td>
<td></td>
</tr>
<tr>
<td>RACE</td>
<td></td>
</tr>
<tr>
<td>STUDENT'S SOCIAL SECURITY #</td>
<td></td>
</tr>
<tr>
<td>STUDENT'S MAILING ADDRESS</td>
<td></td>
</tr>
<tr>
<td>STREET NUMBER</td>
<td></td>
</tr>
<tr>
<td>STREET NAME OR P.O. BOX</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td></td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>HOME ADDRESS</td>
<td></td>
</tr>
<tr>
<td>STREET NUMBER</td>
<td></td>
</tr>
<tr>
<td>STREET NAME</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td></td>
</tr>
<tr>
<td>HOME PHONE</td>
<td></td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>PARENT'S OR GUARDIAN'S NAME</td>
<td></td>
</tr>
<tr>
<td>LAST</td>
<td></td>
</tr>
<tr>
<td>FIRST</td>
<td></td>
</tr>
<tr>
<td>MI</td>
<td></td>
</tr>
<tr>
<td>EMPLOYER</td>
<td></td>
</tr>
<tr>
<td>BUSINESS PHONE</td>
<td></td>
</tr>
<tr>
<td>PARENT'S OR GUARDIAN'S NAME</td>
<td></td>
</tr>
<tr>
<td>LAST</td>
<td></td>
</tr>
<tr>
<td>FIRST</td>
<td></td>
</tr>
<tr>
<td>MI</td>
<td></td>
</tr>
<tr>
<td>EMPLOYER</td>
<td></td>
</tr>
<tr>
<td>BUSINESS PHONE</td>
<td></td>
</tr>
<tr>
<td>LAST DEL RIO SCHOOL ATTENDED</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>SCHOOL</td>
<td></td>
</tr>
<tr>
<td>LAST OTHER SCHOOL ATTENDED</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>SCHOOL</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td></td>
</tr>
<tr>
<td>IS STUDENT MEDICAID ELIGIBLE?</td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>DOES THE STUDENT HAVE A PHYSICAL PROBLEM THE SCHOOL SHOULD BE AWARE OF?</td>
<td>YES</td>
</tr>
<tr>
<td>IF ANSWER IS &quot;YES&quot;, WHAT IS THE PROBLEM?</td>
<td></td>
</tr>
<tr>
<td>IN CASE OF ACCIDENT OR SUDDEN ILLNESS TO MY CHILD, AND IN THE EVENT I CANNOT BE REACHED BY TELEPHONE, I HEREBY AUTHORIZE A REPRESENTATIVE OF THIS SCHOOL TO REFER MY CHILD TO DR.</td>
<td></td>
</tr>
<tr>
<td>IN CASE OF ACCIDENT OR SUDDEN ILLNESS TO MY CHILD, AND IN THE EVENT THE FAMILY DOCTOR CANNOT BE REACHED, I HEREBY AUTHORIZE THE DOCTOR ON DUTY AT THE EMERGENCY ROOM TO ATTEND TO MY CHILD. IN CASE OF EMERGENCY AND I CANNOT BE REACHED PLEASE CALL A RELATIVE OR FRIEND</td>
<td></td>
</tr>
<tr>
<td>PHONE#</td>
<td></td>
</tr>
<tr>
<td>NOTE: THE ADULT WHOSE SIGNATURE APPEARS ON THIS STUDENT INFORMATION CARD MUST BE THE NATURAL PARENT, THE COURT-APPOINTED LEGAL GUARDIAN OR HAVE A CURRENT NON-PARENT APPLICATION ON FILE.</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE OF PARENT OF GUARDIAN</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>RELATIONSHIP TO STUDENT</td>
<td></td>
</tr>
<tr>
<td>INITIALS OF CLERK</td>
<td></td>
</tr>
</tbody>
</table>
SAN FELIPE DEL RIO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

STUDENT ADMISSION FORM

I.D. # ________________

_____ TUITION  x  NON-TUITION

Date ______________________

Student's Name _______________________________________________________

Student's Social Security Number _______________ Grade _____

Parent's Name _________________________________________________________

Address _______________________________________________________________

Home Phone No _______________ Mobile No. _________________________________

Person in Lawful Control __________________________________________________

Address _______________________________________________________________

Phone No. __________________

Ethnicity __________________ Sex _____ Male _____ Female

Hispanic / Latino _________ Race __________________________________________

D.O.B. _______________ Place of Birth ______________________________________

Request Made By _______________________________________________________

School Transferred From _________________________________________________

________________________________________

________________________________________

School Assigned To _____________________________________________________

Years of Schooling in U.S. _______________________________________________

Health Records _________________________________________________________

Approved By ____________________________

FOR SECONDARY SCHOOLS
Home Language Survey-19TAC Chapter 89, Subchapter BB §89.1215
TO BE COMPLETED BY PARENT OR GUARDIAN (OR STUDENT IF GRADES 9-12): The state of Texas requires that the following information be completed for each student that enrolls for the first time in Texas public schools. This survey shall be kept in each student’s permanent record folder.

NAME OF STUDENT _______________________________ STUDENT ID# ______________________

ADDRESS ____________________________________ TELEPHONE # _______________________

CAMPUS _______________________________________

1. What language is spoken in your home most of the time? ______________________________________

2. What language does your child speak most of the time? ______________________________________

3. Has your child attended school in the U.S.? ☐ Yes ☐ No If yes, please indicate which district/school(s) ______________________________________

_________________________________________ ______________________
Signature of Parent/Guardian Date

_________________________________________ ______________________
Signature of Student if Grades 9-12 Date

________________________________________________________________________________________

Cuestionario del idioma que se habla en el hogar
DEBE DE COMPLETARSE POR EL PADRE/MADRE/O REPRESENTANTE LEGAL: (O POR EL ESTUDIANTE SI ESTA EN LOS GRADOS 9-12): El estado de Texas requiere que la siguiente información se complete para cada estudiante que se matricula por primera vez en una escuela pública de Texas. Este cuestionario se archivará en el expediente del estudiante.

NOMBRE DEL ESTUDIANTE ____________________________ #ID ______________________

DIRECCION ____________________________________ TELEFONO ______________________

ESCUELA _______________________________________

1. ¿Qué idioma se habla en su hogar la mayoría del tiempo? ______________________________________

2. ¿Qué idioma habla su hijo/a la mayoría del tiempo? ______________________________________

3. ¿Ha atendido su hijo/a la escuela en los estados unidos? ☐ Sí ☐ No Sí la respuesta es sí, favor de indicar el nombre del distrito escolar/escuela. ______________________________________

_________________________________________ Fecha
Firma del Padre/Madre/o Representante Legal

_________________________________________ Fecha
Firma del estudiante si está en los grados 9-12

EQUAL OPPORTUNITY EMPLOYER
Telephone: (830) 778-4000

For Office Use Only
☐ Refer to Bilingual/ESL Program
Initials ________________________
ImmTrac, the Texas immunization registry, is a free service of the Texas Department of State Health Services (DSHS). The immunization registry is a secure and confidential service that consolidates and stores your child’s (under 18 years of age) immunization records. With your consent, your child’s immunization information will be included in ImmTrac. Doctors, public health departments, schools and other authorized professionals can access your child’s immunization history to ensure that important vaccines are not missed.

The Texas Department of State Health Services encourages your voluntary participation in the Texas immunization registry.

Consent for Registration of Child and Release of Immunization Records to Authorized Entities

I understand that, by granting the consent below, I am authorizing release of the child’s immunization information to DSHS and I further understand that DSHS will include this information in the state’s central immunization registry (“ImmTrac”). Once in ImmTrac, the child’s immunization information may by law be accessed by:

- a public health district or local health department, for public health purposes within their areas of jurisdiction;
- a physician, or other health care provider legally authorized to administer vaccines, for treating the child as a patient;
- a state agency having legal custody of the child;
- a Texas school or child care facility in which the child is enrolled;
- a payor, currently authorized by the Texas Department of Insurance to operate in Texas, regarding coverage for the child.

I understand that I may withdraw this consent to include information on my child in the ImmTrac Registry and my consent to release information from the Registry at any time by written communication to the Texas Department of State Health Services, ImmTrac Group – MC 1946, P.O. Box 149347, Austin, Texas 78714-9347.

By my signature below, I GRANT consent for registration. I wish to INCLUDE my child’s information in the Texas immunization registry.

Parent, legal guardian or managing conservator: ____________________________

Printed Name

Date ____________________

Signature ____________________

Privacy Notification: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See http://www.dshs.state.tx.us for more information on Privacy Notification. (Reference: Government Code, Section 552.021, 552.023, 559.003 and 559.004)

Questions? (800) 252-9152 • (512) 458-7284 • www.ImmTrac.com

Texas Department of State Health Services • ImmTrac Group – MC 1946 • P.O. Box 149347 • Austin, TX 78714-9347

Stock No. C-7

Revised 07/22/08

PROVIDERS REGISTERED WITH ImmTrac – Please enter client information in ImmTrac and affirm that consent has been granted. DO NOT fax to ImmTrac. Retain this form in your client’s record.
San Felipe Del Rio CISD
STUDENT ENROLLMENT QUESTIONNAIRE

Student Name  
(Last) (First) (Middle)

Social Security # ____________________________________________

The academic progress of your child is very important to us. As your son/daughter begins his/her educational endeavors with the San Felipe Del Rio CISD, it is important that he/she be placed in classes appropriate for his/her needs. If you have information that would help in working with your child, please share the information with us by completing this questionnaire.

The responses on this questionnaire will remain confidential and will be viewed only by the school administrators, counselors, your child’s teacher(s), and special education personnel if necessary.

On all questions, please select YES or NO and answer in the space provided if applicable.

1. Has your child ever been in an above grade level program (example: gifted/talented and/or honors program)? If yes, indicate grade(s). ____________________________

2. Has your child ever been retained? If yes, indicate grade(s) in which student was retained. ____________________________________________

3. Has your child ever advanced a grade either by Credit by Examination or another method? If yes, indicate the grade(s). ____________________________

4. Is your child currently enrolled on a Discipline Alternative Education Program campus?

5. Has your child attended another public school? If yes, please list name(s) of school(s) and grade level(s):

   ____________________________________________

6. Has your child ever been in a special program? If yes, indicate grade level(s) in which student was in the program in the space provided.

   Special Education Program ____________________________

   504 Program _________________________________________

   Speech Therapy Program ______________________________

   Physical Therapy Program _____________________________

   ESL or Bilingual Program ______________________________

   Remedial or Below Grade Level Program ___________________  

   Assisted Reading Program ________________________________

   Headstart or Evenstart Program ____________________________

   Migrant Services ________________________________________

   Allergies and/or Other Medical Issues: _________________________

7. Are you currently in any of the following?: □ Active Duty □ Civil Service _________________________

8. Is the student currently under the conservatorship of the State (Foster Care)?

9. Is there any other information that you feel might be useful to us and aid us in the placement of your child? ____________________________________________

   Parent’s Signature: ____________________________ Date ____________

(Rev.10/30/2013)
NOTICE

TEXAS EDUCATION CODE SUBCHAPTER A - ADMISSION AND ENROLLMENT SECTION 25.001 (h) AND 25.002 (d)

Sec. 25.001 (h) Admission – In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment a of student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the great of:

(1) the maximum tuition fee the district may charge under Section 25.038 or
(2) the amount the district has budgeted for each student as maintenance and operating expenses.

Section 25.002 (c) – When accepting a child for enrollment, the school district shall inform the parent or other person enrolling the child that presenting a false document or false records under this section is an offense under Section 37.10, Penal Code, and that enrollment of the child under false documents subjects the person to liability for tuition or costs under Section 25.001 (h).

Section 37.10 Texas Penal-Code-tampering with Governmental Record.

(a) A person commits an offense if he:

(1) knowingly makes a false entry in, or false alternation of a governmental record;
(2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
(3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of governmental record.

(b) An offense under this section is a Class A misdemeanor.

I acknowledge receipt and copy of the above-references Notice:

________________________
SIGN

________________________
SIGN
STATEMENT OF RESIDENCY

WE, the undersigned Homeowner and parent herein certify under penalty of law the following:

My name (parent) and address is


I am the (parent, guardian, person having lawful control) of the following child(ren)


The undersigned hereby states that the child(ren) resides within the school district and child’s presence in the school district is not for the primary purpose of participation in extracurricular activities.

The child(ren) is/are entitled to attend the San Felipe/Del Rio Consolidated Independent School District pursuant to Board Policy FD (Legal). The San Felipe/Del Rio Consolidated Independent School District may rely upon the statements herein made, without any independent investigation to admit the child(ren) to the District without payment of any tuition.

I have read and understand the attached Exhibit “A”

EXECUTED this ______day ____________, 20_____.

______________________________
Parent

______________________________
Homeowner
MILITARY-CONNECTED- STUDENT-CODE
Indicates a student enrolled in a school district or open-enrollment charter school who is a dependent of a member of the United States military service in the Army, Navy, Air Force, Marine Corps, or Coast Guard on active duty, the Texas National Guard, or a reserve force of the United States military.

The MILITARY-CONNECTED-STUDENT-CODE is reported only for students grades PK-12. The Interstate Compact on Military Students only pertains to students in grade levels KG – 12. Students in grade level PK are included to determine eligibility for participation in the Pre-kindergarten program.

The MILITARY-CONNECTED-STUDENT-CODE is reported for Submissions 1 and 3 only. Students in grade level PK who are eligible for pre-kindergarten as the result of being a dependent of certain military personnel can only be coded with MILITARY-CONNECTED-STUDENT-CODE 4. MILITARY-CONNECTED-STUDENT-CODE 4 (dependent of active duty military, a military member injured or killed while on active duty) can only be reported for PK students. All other Pre-Kindergarten students (eligible or ineligible) must be reported with MILITARY-CONNECTED-STUDENT-CODE 0.

Pre-Kindergarten students can only be reported with MILITARY-CONNECTED-STUDENT-CODEs 0 and 4.

Students in grade levels K – 12 can only be reported with MILITARY-CONNECTED-STUDENT-CODEs 0, 1, 2, and 3.

A uniformed member of the United States military service in the Army, Navy, Air Force, Marine Corps, or Coast Guard on active duty, the Texas National Guard (Army, Air Guard, or State Guard), or a reserve force of the United States military considered Missing In Action (MIA) should be presumed to be on "active duty" until such time as a death of the military member has been confirmed.

The term "dependent", with respect to a member of a uniformed service, means the spouse of the member, an unmarried child of the member, an unmarried person who is placed in the legal custody of the member and is dependent on the member for over one-half of the person’s support, resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation, or under such other circumstances as the Secretary concerned may by regulation prescribe and is not a dependent of a member under any other paragraph. (37 USC Sec. 401)

C197 Military Connected Student Code

<table>
<thead>
<tr>
<th>Code</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Not a military connected student</td>
</tr>
<tr>
<td>1</td>
<td>Student is a dependent of a member of the Army, Navy, Air Force, Marine Corps, or Coast Guard on Active Duty</td>
</tr>
<tr>
<td>2</td>
<td>Student is a dependent of a member of the Texas National Guard (Army, Air Guard, or State Guard)</td>
</tr>
<tr>
<td>3</td>
<td>Student is a dependent of a member of a reserve force in the United States military (Army, Navy, Air Force, Marine Corps, or Coast Guard)</td>
</tr>
<tr>
<td>4</td>
<td>Pre-Kindergarten student is a dependent of: 1) an active duty uniformed member of the Army, Navy, Air Force, Marine Corps, or Coast Guard, 2) activated/mobilized uniformed member of the Texas National Guard (Army, Air Guard, or State Guard), or 3) activated/mobilized members of the Reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard, who are currently on active duty or who were injured or killed while serving on active duty.</td>
</tr>
</tbody>
</table>
Dear Parent/Guardian:

In accordance with Senate Bill 833 – Foster Care, the following information is required of all students as part of the enrollment process for the 2013-2014 school year.

Please read carefully and check the appropriate response for your student.

_____ Student is not currently in the conservatorship of the Department of Family & Protective Services.

_____ Student is currently in the conservatorship of the Department of Family & Protective Services.

_____ Pre-K Student was previously in the conservatorship of the Department of Family & Protective Services following an adversary hearing held as provided by Section 262.201, Family Code.

---------------------------------------------------------------

In accordance with HB 525 Military Connected Student, the following information is required of all students as part of the enrollment process for the 2013-2014 school year.

Please read carefully and check the appropriate response for your student.

_____ Not a military connected student

_____ Student is a dependent of a member of the Army, Navy, Air Force, Marine Corps, or Coast Guard on Active Duty.

_____ Student is a dependent of a member of the Texas National Guard (Army, Air Guard, or State Guard).

_____ Student is a dependent of a member of a reserve force in the US military (Army, Navy, Air Guard, Marine Corps, or State Guard).

_____ Pre-K student is a dependent of an active duty uniformed member of the Army, Navy, Air Force, Marine Corps, or Coast Guard, or activated/mobilized uniformed member of the Texas National Guard (Army, Air Guard, or State Guard) who was injured or killed while serving on active duty.

Student name: ___________________________ Grade: _________ ID: ________________________

_________________________________________ Date: ______________________

(Parent Signature)
IMMIGRANT EDUCATION PROGRAM
TITLE III, EIEP

Student Name ___________________________ Grade ___________________

Date Entered (District Name) ___________________________ Student ID# ___________________

Eligibility Requirements:

_____ Are age 3 through 21

_____ Were not born in any State

_____ Have not been attending one or more schools in any one or more States for more than three full academic years.

Verification Process:

Birth Certificate

_____ Yes  _____ No

School Transcripts provided

_____ Yes  _____ No

List School Attended and Dates Attended:

<table>
<thead>
<tr>
<th>Name Of School/State Located</th>
<th>Dates Attended From</th>
<th>Dates Attended To</th>
<th>Total Months Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attended School in United State Grand Total

_____ Eligible for Immigrant (EIEP) Indicator Code

Effective Date: ___________________________

_____ Not Eligible for Immigrant (EIEP)

Date: ___________________________

_________________________   ___________________________
Name                                        Date

_________________________
Title
APPENDIX
B
San Felipe Del Rio C.I.S.D.
Home Language Survey Process Decision Chart

The SFDRCISD Office of Pupil Services conducts one Home Language Survey to each student new to the district who has not been surveyed in the past. Parents must be surveyed or transfer documents must be reviewed to determine prior schooling, and whether the student has received special program services. (Bilingual/ESL, Special Ed., G.T., etc.)

If the Home Language Survey is the original survey, and the survey indicates that Spanish or another language is spoken, then the Office of Pupil Services will refer the student to the Bilingual/ESL Program for further evaluation and the results of the home language survey are forwarded to the district registrar for processing.

If the Home Language Survey is NOT the original survey, and the parent indicates that SPANISH or another language is spoken in the home, then the Office of Pupil Services will refer the student to the Bilingual/ESL Program for further evaluation. The Bilingual/ESL Program will research and locate the original survey and will be responsible for updating the district registrar with the original Home Language code.

If the Home Language Survey is the original survey, and the survey indicates English as the primary home language, then the Office of Pupil Services will forward the results to the district registrar for processing.

If the Home Language Survey NOT the original survey, and the parent indicates that ENGLISH is spoken in the home, then the Office of Pupil Services will research and locate the original survey and will be responsible for updating the district registrar with the original Home Language code.

The results of the home language survey are used to determine whether the school district is required to provide a bilingual education or ESL program. If the response on the home language survey indicates that a language other than English is used, the student shall be tested in accordance with §89.1225

Note: All original Home Language Survey (HLS) forms must be placed in the student’s permanent record folder. For students transferring into the district, a copy of the original Home Language Survey (HLS) must also be placed in the student’s permanent record folder.