TROY
CITY SCHOOL DISTRICT

Today's Students. Tomorrow's Leaders.

Central Registration

475 First Street
Troy, New York 12180
(518) 328-5007

Registration Checklist for K - 12

Welcome to Troy Schools!

In order to register your child, a parent or guardian must be present with photo identification at **Central Registration Office** located at School 12, 475 First Street. Office hours 7:30 am to 3:30 pm/Summer hours 7:00 am to 2:30 pm.

All attached forms must be completed.

The following documents are also required for registration:

Required documents checklist ☑

(1) Health Certificate signed by a doctor
(2) Up-to-date Immunization Record
(3) Birth Certificate
(4) Proof of Residency (mortgage statement, lease, electric bill within 30 days or district residency form with the name of parent/guardian – all must include name of parent/guardian)
(5) Photo Identification of Parent/Guardian
(6) Dental Health Certificate (optional)

Questions? Contact Central Registration at 518-328-5007
Fax# 518-271-5445

Se habla español: 518-629-5757

TROY SCHOOLS

Elementary Schools

School 2 – 470 Tenth Street
School 14 – 1700 Tibbits Avenue
School 16 – 40 Collins Avenue
School 18 -412 Hoosick Street
Carroll Hill School – 112 Delaware Avenue

Troy Middle School

1976 Burdett Avenue

Troy High School

1950 Burdett Avenue

TROY CITY SCHOOL DISTRICT
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Central Registration
475 First Street
Troy, New York 12180
(518) 328-5007

Housing Questionnaire

Name of School: _____ Grade: _____

Name of Student: _____
Last First Middle

Gender: ☐ Male ☐ Female Date of Birth: _____/____/_____
Month Day Year

Address: _____ Zip: _____ 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 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 permanent housing
☐ In a shelter
☐ In a motel/hotel
☐ With another family or person because of loss of housing or economic hardship
☐ In a car, park, bus, train, or campsite
☐ Other temporary living situation _____

_____ **X** _____
Print name of Parent, Guardian or Student Signature of Parent/Guardian or Student

_____
Date

STUDENT REGISTRATION FORM

STUDENT NAME: _____/_____/_____
First Middle Last

Last Name of Parent/Guardian with whom student is living: _____

Address: _____/ _____/_____ NY _____
Street **Apt/Flr** City State Zip

Household Phone Number: _____ Is this a cell phone: ☐ Yes ☐ No

Parent Email address:_____

What language is spoken in the student's home: _____ Are translation services needed: ☐ Yes ☐ No

Ethnicity: Is the student Hispanic, Latino, or of Spanish origin? ☐ Yes, Hispanic ☐ No, not Hispanic

Race: Select one or more races from the following five racial groups
☐ Black ☐ White ☐ Asian ☐ American Indian or Alaska Native ☐ Native Hawaiian or other Pacific Islander

Gender: ☐Male ☐Female What language does the student speak and understand the most: _____

Date of Birth: ____/____/_____ Place of Birth: _____ _____ _____
City State Country

Has the student previously attended a school in Troy ☐ Yes ☐ No If yes, what school_____

Registering for Grade: _____ If applicable, what was the entry date into the USA? _____

Has the student attended school in the USA: ☐ Yes ☐ No If yes, number of years enrolled in US schools: _____

Does the student have a parent/guardian on active duty in the Armed Forces? ☐ Yes ☐ No

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☐NCLB ☐SP ☐Summer Serv ***Office Use Only*** **Date:** _____/_____/_____

ID:_____ Home School: _____School Enrolled: _____

Documents provided to the district:
- ☐ Photo ID
- ☐Proof of Residency
  - ☐National Grid Bill
  - ☐Lease
  - ☐Notarized Landlord Letter
  - ☐Mortgage Statement
  - ☐Other _____
  - ☐MCKINNEY-VENTO
- ☐Birth Certificate ☐Passport
- ☐Court Papers
  - ☐DSS 299-District_____
  - ☐Custody
  - ☐Parent/Custodial Affidavits
  - ☐Adoption

Enrollment Exceptions:
- ☐School Choice ☐Opt In
- ☐Wynantskill student ☐Permission Rcvd
- ☐N. Greenbush student ☐Permission Rcvd
- ☐Employee's child – District_____ ☐Emp ID
- ☐Foreign Exchange
- ☐ Tuition Paying – District _____

- ☐ Lunch Form Completed
- ☐ Network Form

- ☐Immunization ☐14 Day Letter
- ☐Religious Exemption
- ☐Physical
- ☐Dental certificate

Parent/Guardian Information

Mother/ Guardian: _____/_____/_____
First Middle Initial Last

Relationship to child: ☐ Mother ☐ Step-parent ☐ Legal Guardian ☐ Foster Parent ☐ Other_____

Resides in Home ☐ Yes ☐ No Custodial Parent ☐ Yes ☐ No Is to receive Correspondence ☐ Yes ☐ No

Mailing Address if different from above: _____/ _____/_____ _____ _____
Street Apt/Flr City State Zip

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____ Phone call priority (1-3): Home_____ Work_____ Cell _____

Father/ Guardian: _____/_____/_____
First Middle Initial Last

Relationship to child: ☐ Father ☐ Step-parent ☐ Legal Guardian ☐ Foster Parent ☐ Other_____

Resides in Home ☐ Yes ☐ No Custodial Parent ☐ Yes ☐ No Is to receive Correspondence ☐ Yes ☐ No

Mailing Address if different from above: _____/ _____/_____ _____ _____
Street Apt/Flr City State Zip

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____ Phone call priority (1-3): Home_____ Work_____ Cell _____

Other Children Living in the Household –Please include children not of school age

Name: _____ Date of Birth: _____/_____/_____
Gender: ☐Male ☐Female Past Registrant ☐ Yes ☐ No

Name: _____ Date of Birth: _____/_____/_____
Gender: ☐Male ☐Female Past Registrant ☐ Yes ☐ No

Please list the names of ANY and ALL persons Troy City School District is allowed to contact or release your child to in case of an emergency, including illness, serious injury, early dismissal of school or an evacuation emergency.

Emergency Contact 1: Name: _____ Relationship to Student: _____
Other than parent/guardian

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Address: _____

Emergency Contact 2: Name: _____ Relationship to Student: _____
Other than parent/guardian

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Address: _____

Emergency Contact 3: Name: _____ Relationship to Student: _____

Other than parent/guardian

Home Phone: (___) _____ Work Phone: (___) _____ Cell Phone: (___) _____

Address: _____

Additional Emergency Contacts: _____

Legal Information (If Applicable)

If parents are divorced or separated, is there a court approved custody document? ☐ Yes ☐ No

Who retains legal custody? _____ Relationship to child_____

If joint, who has residential (physical) custody? _____

☐ Legal guardianship document provided

Is the student in the care of a guardian(s) other than his/her mother or father? ☐ Yes ☐ No

If yes, name of legal guardian(s) _____ Relationship to child_____

Is the student in foster care? ☐ Yes ☐ No If yes, please provide copy of placement order (DSS-2999)

Additional Services (If Applicable)

Special Education Services

Does the student currently have an IEP (Individualized Education Plan) ☐ Yes ☐ No

Does your child receive any of the following type of services?

☐ Consultant Teacher ☐ Self-Contained Classroom ☐ Resource Room

☐Out of District Class (BOCES or QUESTAR) ☐ Yes ☐ No

Related Services

☐ Speech and Language Therapy ☐ Occupational Therapy ☐Physical Therapy

☐ Counseling ☐ Other, please describe_____

Academic Intervention Services (AIS/Remedial)

☐ Math ☐ English Language Arts ☐ Science ☐ Social Studies

Other Services

☐ 504 Plan

☐ English as a Second Language (ESL) If yes how many years of service? _____

☐ Other _____

If your child requires special education or English as a new language services, he or she may not be attending their home school. If it is feasible, do you wish for siblings to attend the same school? ☐ YES ☐ NO

IF REGISTERING FOR PREK –Is or will your child be receiving Summer Service this year ☐ Yes ☐ No

Parent Statement:

I certify that the above information is true and correct. Any misinformation regarding residency may result in being billed to cover the cost of instruction and/or exclusion from attending the Troy City School District.

Parent or Guardian Signature X _____**Date**_____

All documents are to be returned to:

Troy City School District Central Registration Office

School 12, First Floor 475 First St., Troy, NY 12180

Phone: (518) 328-5007 Fax: (518) 271-5445

TROY CITY SCHOOL DISTRICT

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Troy, New York 12180

REQUEST FOR RECORDS

I give permission for the release of information concerning my child:

Student: _____ Grade: _____ Date of Birth: _____

Name of Former District: _____ City: _____ State: _____

Name of Former School: _____ Phone: _____

Address: _____ Fax: _____

Signature of Parent/Guardian **X**_____ ***Date:*** _____

Office Use Only

REQUEST FOR RECORDS

Please send records to: **Date sent: ___/___/_____**

✓	SCHOOL	ADDRESS	PHONE/FAX	CONTACT
	Troy High School	1950 Burdett Avenue Troy, NY 12180	P: (518) 328-5472 F: (518) 271-5164	Guidance Office
	Troy Middle School	1976 Burdett Avenue Troy, NY 12180	P: (518) 328-5365 F: (518) 271-5492	Guidance Office
	Carroll Hill School	112 Delaware Avenue Troy, NY 12180	P: (518) 328-5701 F: (518) 274-4587	Kate Talham
	School 2	470 Tenth Street Troy, NY 12180	P: (518) 328-5601 F: (518) 271-5205	Jordan Doyle
	School 14	1700 Tibbits Avenue Troy, NY 12180	P: (518) 328-5801 F: (518) 274-0371	LaTonia Berkley-Taylor
	School 16	40 Collins Avenue Troy, NY 12180	P: (518) 328-5101 F: (518) 274-4585	Donna Cannon
	School 18	412 Hoosick Street Troy, NY 12180	P: (518) 328-5501 F: (518) 274-4374	Mary Alice Diehl
	Central Registration	School 12 475 First St. Troy, NY 12180	P: (518) 328-5007 F: (518) 271-5445	Central Registration Office
	Special Education Department	School 12 475 First St. Troy, NY 12180	P: (518) 328-5075 F: (518) 279-7600	Pupil Services Office

Items Requested:

- Transcripts
- Current Report Cards
- Standardized Test Scores
- Regents Competency Test (RCT) Results
- NYS Regents Scores
- NYS Regents Science Labs
- Birth Certificate
- NYS Proficiency Scores
- Cumulative Health Records/Immunizations
- Attendance Records
- Psychological Evaluations
- Disciplinary Records
- NYS _____ Grade Test Results
- Special Education Records, including most recent IEP

Thank you for your prompt attention to this matter.

Parent Consent to Release Information
Medical Authorization Form

To Whom It May Concern:

In regard to my (Son/Daughter):_____

I, _____, hereby authorize any physician or nurse who has attended, examined, or treated my child to furnish his/her teachers or pertinent staff with whom (he/she) comes in daily contact, with any and all information which may be necessary regarding (his/her) past or present physical condition and treatment rendered therefore, to ensure that said school personnel are fully cognizant of his/her condition and to safeguard their health and safety.

_____ **X** _____

Date Signature of Parent/Guardian

_____

Please Print Name

TROY CITY SCHOOL DISTRICT

SCHOOL HEALTH SERVICES Entering Date_____ Grade_____ School_____ Sex_____

Student Name_____ Address _____ DOB_____ Place of Birth_____
Last First MI
Mother's Name _____ Address (if different)_____ Home Phone:_____ Cell Phone:_____
Place of Employment _____Phone_____

Father's Name _____ Address (if different)_____ Home Phone:_____ Cell Phone:_____
Place of Employment _____Phone_____

Guardian/Step Parent Name _____ Address (if different)_____ Home Phone:_____ Cell Phone:_____
Place of Employment _____Phone_____

The answers to the questions on this form will be held in the School Health Office and will be kept confidential.
Has your child ever had the following? Please explain with date of onset, any "yes" answers.

Has Your Child Ever Had the Following?	N	Y	Explain with Date/Medication	Has Your Child Ever Had the Following?	N	Y	Explain with Date/Medication
ALLERGIES				Anemia/Bleeding Disorder			
Food				Sickle Cell			
Bees				Chronic Ear Infections			
Environmental				Hearing Loss			
Medication				Hearing Aid			
Eczema				Speech Concerns			
Asthma				Vision Problems (Glasses, Contacts)			
ADHD/ADD				Loss of Vision			
Behavior Concerns				Bladder/Kidney Condition			
Diabetes				Absence Kidney			
Seizure Disorder (Epilepsy)				Absence of Testicle			
Heart Murmur				Arthritis			
Cardiac Condition/Surgery				Fractures			
High/Low Blood Pressure				Scoliosis			
Fainting During Exercise				Chicken Pox/Date			
Head Injury				Surgery (Tonsils, Hernia)			
Migraine Headaches				Under Current Medical Care			

List any special medical problems or serious injuries or gym restrictions _____
Parent/Guardian Signature_____ Date _____

TROY CITY SCHOOL DISTRICT

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Home Language Questionnaire (HLQ)

Dear Parent or Guardian:
In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and personal history. Please complete the sections below entitled Language Background and Educational History. Your assistance in answering these questions is greatly appreciated. Thank you.

STUDENT NAME:		
First	*Middle*	*Last*
DATE OF BIRTH:		GENDER:
Month	*Day*	*Year*
PARENT/PERSON IN PARENTAL RELATION INFO:		
Last Name	*First Name*	*Relation to*

HOME LANGUAGE CODE

Language Background

(Please check all that apply.)

1. What language(s) is(are) spoken in the student's home or residence?	❑ English	❑ Other	*specify*
2. What was the first language your child learned?	❑ English	❑ Other	*specify*
3. What is the Home Language of each parent/guardian?	❑ Mother *specify*	❑ Father *specify*	❑ Guardian(s) *specify*
4. What language(s) does your child understand?	❑ English	❑ Other	*specify*
5. What language(s) does your child speak?	❑ English	❑ Other *specify*	❑ Does not speak
6. What language(s) does your child read?	❑ English	❑ Other *specify*	❑ Does not read
7. What language(s) does your child write?	❑ English	❑ Other *specify*	❑ Does not write

THIS SECTION TO BE COMPLETED BY DISTRICT IN WHICH STUDENT IS REGISTERED:

SCHOOL DISTRICT INFORMATION:		STUDENT ID NUMBER IN NYS STUDENT INFORMATION SYSTEM:
District Name (Number) & School	*Address*	

Educational History

8. Indicate the total number of years that your child has been enrolled in school _____

9. Do you think your child may have any difficulties or conditions that affect his or her ability to understand, speak, read or write in English or any other language? If yes, please describe them.

*Yes** *No* *Not sure*
❑ ❑ ❑ *If yes, please explain:_____

How severe do you think these difficulties are? ❑ Minor ❑ Somewhat severe ❑ Very severe

10a. Has your child ever been ***referred*** for a special education evaluation in the past? ❑ No ❑ Yes* **Please complete 10b below*

10b. **If referred for an evaluation,* has your child ever ***received*** any special education services in the past?
❑ No ❑ Yes – Type of services received: _____

Age at which services received *(Please check all that apply):*
❑ Birth to 3 years (Early Intervention) ❑ 3 to 5 years (Special Education) ❑ 6 years or older (Special Education)

10c. Does your child have an Individualized Education Program (IEP)? ❑ No ❑ Yes

11. Is there anything else you think is important for the school to know about your child? *(e.g., special talents, health concerns, etc.)*

12. In what language(s) would you like to receive information from the school? _____

_____ Month: Day: Year:
Signature of Parent or of Person in Parental Relation *Date*

Relationship to student: ❑ Mother ❑ Father ❑ Other: _____

OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ

NAME: _____ POSITION: _____

IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:

NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW

NAME: _____ POSITION: _____

ORAL INTERVIEW NECESSARY: ❑ NO ❑ YES

**DATE OF INDIVIDUAL INTERVIEW: _____
MO DAY YR.

OUTCOME OF INDIVIDUAL INTERVIEW: ❑ ADMINISTER NYSITELL ❑ ENGLISH PROFICIENT ❑ REFER TO LANGUAGE PROFICIENCY TEAM

NAME/POSITION OF QUALIFIED PERSONNEL ADMINISTERING NYSITELL

NAME: _____ POSITION: _____

PROFICIENCY LEVEL

_____
MO. DAY YR.

FOR STUDENTS WITH DISABILITIES, LIST ACCOMMODATIONS, IF ANY, ADMINISTERED IN ACCORDANCE WITH IEP PURSUANT TO CSE RECOMMENDATION:

TROY CITY SCHOOL DISTRICT
Today's Students. Tomorrow's Leaders.

475 First Street
Troy, New York 12180

NETWORK COMPUTING AND INTERNET SAFETY POLICY 4526

USER ACKNOWLEGEMENT

After reading the Networking Computing and Internet Safety Policy, please print and sign your name below acknowledging that you accept Policy 4526 and its terms. A copy with your User ID and Password will be issued to you when signed.

USER'S NAME (please print): _____

BUILDING/SCHOOL: _____

USER'S ID NUMBER: _____

USER'S SIGNATURE: _____

PARENT'S SIGNATURE: X _____

DATE: _____

PRINCIPAL/SUPERVISOR (please print): _____

PHONE NUMBER: _____

PRINCIPAL/SUPERVISOR SIGNATURE: _____

DATE: _____

PLEASE REMOVE ACKNOWLEDGEMENT PAGE AND KEEP POLICY PORTION FOR YOUR RECORDS.

FACULTY/STAFF: **RETURN TO HUMAN RESOURCES**
STUDENTS: **RETURN TO PRINCIPAL**

BOE Approved 2-1-12

TROY CITY SCHOOL DISTRICT

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475 First Street
Troy, New York 12180

PHYSICAL EXAMINATION REQUIREMENT

Dear Parent /Guardian:

New York State Education Law **requires** that all children attending school in New York State have a physical examination at the following grade levels: Pre-Kindergarten, Kindergarten, 2nd, 4th, 7th and 10th, and all new students who are entering the Troy City School District from another school district or state or country.

If your child has had a physical in the past year or you plan to have your child examined by his/her own doctor, please have the Health Certificate filled out by the doctor and returned to school.

A law was recently enacted that expands health screenings to include the dental health of students in New York State. When we require that your child have a physical examination, we will be requesting a dental certificate as well. There is a sample certificate available for you to take to your child's dentist. Once it is completed, it should be returned to the School Nurse as it will be filed in your child's Cumulative Health Record.

Thank you for your cooperation in this health endeavor.

Please call the school's health office if you have any questions or concerns.

Please return the completed form to the Health Office of your child's school.

Carroll Hill
Phone 328-5720
Fax 274-4587

Phone 328-5025
Fax 203-6874

School 2
Phone 328-5620
Fax 271-5205

School 14
Phone 328-5825
Fax 274-0371

School 16
Phone 328-5120
Fax 274-4585

Phone 328-5520
Fax 274-4374

Troy Middle School
Phone 328-5323
Fax 271-5175

Troy High School
Phone 328-5425
Fax 271-5174

Pre-K
Phone 328-5436
Fax 271-7692

TROY CITY SCHOOL DISTRICT

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Parent/Guardian: New York State law (Chapter 281) permits schools to request a dental examination in the following grades: school entry, K, 2, 4, 7, & 10. Your child may have a dental check-up during this school year to assess his/her fitness to attend school. Please complete Section 1 and take the form to your dentist for an assessment. If your child had a dental check-up before he/she started the school, ask your dentist to fill out Section 2. Return the completed form to the school's medical director or school nurse as soon as possible.

Section 1. To be completed by Parent or Guardian (Please Print)

Child's Name: Last First Middle

Birth Date: / / Month Day Year	Sex: ☐ Male ☐ Female	Will this be your child's first visit to a dentist? ☐ Yes ☐ No

School Name: Grade

Have you noticed any problem in the mouth that interferes with your child's ability to chew, speak or focus on school activities? ☐ Yes ☐ No

I understand that by signing this form I am consenting for the child named above to receive a basic oral health assessment. I understand this assessment is only a limited means of evaluation to assess the student's dental health, and I would need to secure the services of a dentist in order for my child to receive a complete dental examination with x-rays if necessary to maintain good oral health.

I also understand that receiving this preliminary oral health assessment does not establish any new, ongoing or continuing doctor-patient relationship. Further, I will not hold the dentist or those performing this assessment responsible for the consequences or results should I choose NOT to follow the recommendations listed below.

Parent's Signature_____ Date _____

Section 2. To be completed by the Dentist

I. The Dental Health condition of _____ on _____ (date of exam) The date of the exam needs to be within 12 months of the start of the school year in which it is requested. Check one:

☐ Yes, The student listed above is in fit condition of dental health to permit his/her attendance at the public schools.

☐ No, The student listed above is not in fit condition of dental health to permit his/her attendance at the public schools.

NOTE: Not in fit condition of dental health means that a condition exists that interferes with a student's ability to chew, speak or focus on school activities including pain, swelling or infection related to clinical evidence of open cavities. The designation of not in fit condition of dental health to permit attendance at the public school does not preclude the student from attending school.

Dentist's name and address (please print or stamp) Dentist's Signature

Optional Sections - If you agree to release this information to your child's school, please initial here.

II. Oral Health Status (check all that apply).

☐ Yes ☐ No **Caries Experience/Restoration History –** Has the child ever had a cavity (treated or untreated)? [A filling (temporary/permanent) OR a tooth that is missing because it was extracted as a result of caries OR an open cavity].

☐ Yes ☐ No **Untreated Caries –** Does this child have an open cavity? [At least ½ mm of tooth structure loss at the enamel surface. Brown to dark-brown coloration of the walls of the lesion. These criteria apply to pits and fissure cavitated lesions as well as those on smooth tooth surfaces. If retained root, assume that the whole tooth was destroyed by caries. Broken or chipped teeth, plus teeth with temporary fillings, are considered sound unless a cavitated lesion is also present].

☐ Yes ☐ No **Dental Sealants Present**

Other problems (Specify):_____

III. Treatment Needs (check all that apply)

☐ No obvious problem. Routine dental care is recommended. Visit your dentist regularly.

☐ May need dental care. Please schedule an appointment with your dentist as soon as possible for an evaluation.

☐ Immediate dental care is required. Please schedule an appointment immediately with your dentist to avoid problems.

TROY CITY SCHOOL DISTRICT

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HEALTH CERTIFICATE

Name _____ School _____ Grade _____

Date of Birth _____ Gender_____

Screening Tests: BP_____

Height: _____ Weight: _____ BMI _____ Weight Status Category_____

Vision: OD_____ OS_____ Corrected/Uncorrected

Hearing: Right _____ Left_____

Allergies:

Food _____

Medication_____

Bee Sting _____

Other_____

Special diet or food restrictions:

_____

_____

_____

_____

Physical Examinations:

Eyes _____

Lymph Nodes _____

Nose _____

Teeth _____

Lungs _____

Genito Urinary _____

Skin (non-common) _____

Speech _____

Orthopedic: Structural _____

Scoliosis Screening: Neg _____ Pos _____

Development _____

Ears (Otoscopic) _____

Thyroid _____

Tonsils _____

Heart _____

Hernia _____

Nervous System _____

Epilepsy _____

Nutrition _____

Posture _____

Feet _____

Behavior_____

Physical Limitation _____

Any restrictions to full participation in physical education: _____

_____

Chronic Condition: Asthma _____ Diabetes: Type 1 _____ Type 2 _____

Hyperlipidemia _____ Hypertension _____

Other _____

Medications Prescribed: _____

Referrals or Special Concerns: _____

_____

Immunization Record: Please attach a copy

Lead Screening Date _____ Results: _____ Sickle Cell Screen Date _____ Result _____

TB Testing Date _____ Results: Neg _____ Pos _____ Chest X-Ray _____

Physician's Signature _____ Date of Exam _____

Physician's Name (please print) _____

TROY
CITY SCHOOL DISTRICT

Paul Reinisch, Coordinator
Health, Physical Education
Recreation, Athletics & Safety
(518) 328-5417
I.G. Racela, MD, Medical Officer
(518) 328-5425

CONSENT TO ADMINISTER MEDICATION

Dear Parent/Guardian:

A list of medications, which will be available in your school's Health Office, are listed below. Due to New York State Education Department regulations, the following medications will only be administered with your health care provider's written order and your written permission.

Please have your health care provider check the medications appropriate for your child.
Only one student per form is allowed. Each student must have this individual medication order on file.
Please return the signed completed form to the Health Office of your school.

	Comments
_____ **Acetaminophen – 325 mg – pain relief**	_____
_____ **Acetaminophen – 80 mg – liquid/chewable-pain**	_____
_____ **Antacid – liquid - relief of upset stomach**	_____
_____ **Hydrocortisone topical cream 1%**	_____
_____ **Benadryl Cream**	_____
_____ **Benzolkonium-antiseptic solution**	_____
_____ **Calamine – relieves itching**	_____
_____ **Orajel – oral pain relief**	_____
_____ **Vaseline Lotion and Ointment**	_____

Student Name_____ Date of Birth_____

School_____ Grade_____

PHYSICIAN SIGNS HERE

Health Care Provider's Signature_____ Phone#_____ Date_____

PARENT SIGNS HERE

Parent/Guardian's Signature_____ Phone#_____ Date_____

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Pupil Personnel Services
Donna Fitzgerald, Director
Pupil Personnel Services

475 First Street
Troy, New York 12180

(518) 328-5006 Director's Office
(518) 328-5075 Main Office
(518) 279-7600 Fax

April 23, 2015

Dear Parents/Guardians:

The Enlarged City School District of Troy provides special education services and programs to students with disabilities pursuant to applicable federal and state laws. Any parent or person in parental relation who suspects that his/her child has a disability may refer the child for an evaluation by the District's Committee on Special Education (CSE) for eligibility for special education services and programs. More detailed information on this process is available in *A Parent's Guide to Special Education*, which is published on the New York State Education Department's website in English and Spanish.

English - http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm.

Spanish-http://www.p12.nysed.gov/specialed/publications/policy/spanishparentguide.htm

Parents or persons in parental relation should contact the District's Director of Pupil Personnel Services, Donna Fitzgerald, at School 12 475- First Street Troy, N.Y. 12180 or by calling 328-5075.