



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 3:00 pm/Summer hours 7:00 am to 2:00 pm. Summer Hours are in effect during school breaks.

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

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 _____

Print name of Parent, Guardian or Student

X _____
Signature of Parent/Guardian or Student

Date

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 (primary 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 New Language (ENL) 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



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	Nickole Farnan
	School 14	1700 Tibbits Avenue Troy, NY 12180	P: (518) 328-5801 F: (518) 274-0371	Secretary
	School 16	40 Collins Avenue Troy, NY 12180	P: (518) 328-5101 F: (518) 274-4585	Latonia Berkley
	School 18	412 Hoosick Street Troy, NY 12180	P: (518) 328-5501 F: (518) 274-4374	Emily Ruffinen
	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.

Date

X _____
Signature of Parent/Guardian

Please Print Name



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:		
<i>First</i>	<i>Middle</i>	<i>Last</i>
DATE OF BIRTH:		GENDER:
<i>Month</i>	<i>Day</i>	<i>Year</i>
		<input type="checkbox"/> Male
		<input type="checkbox"/> Female
PARENT/PERSON IN PARENTAL RELATION INFO:		
<i>Last Name</i>	<i>First Name</i>	<i>Relation to</i>

HOME LANGUAGE CODE

Language Background (Please check all that apply.)

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

Home Language Questionnaire (HLQ)—Page Two

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: _____

DATE OF NYSITELL ADMINISTRATION: _____ PROFICIENCY LEVEL ACHIEVED ON NYSITELL:
 MO _____ DAY _____ YR _____ ENTERING EMERGING TRANSITIONING EXPANDING COMMANDING

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

**NETWORK COMPUTING AND
INTERNET SAFETY POLICY 4526**

USER ACKNOWLEDGEMENT

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.

STUDENTS NAME: _____

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.***

STUDENTS: **RETURN TO PRINCIPAL**
BOE Approved 2-1-12

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 and dental screening at the following grade levels: **Pre K, Kindergarten, 1st grade, 3rd grade, 5th grade, 7th grade, 9th grade and 11th grade, and all new students entering into the Troy City School District.**

As part of your child's education and in recognition of a desirable health practice, the annual health examinations by your health care providers continue to be encouraged. The examiner that is familiar with your child's health history is able to give a more thorough physical. They can immediately advise you regarding any condition that might be found.

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.

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.

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

Thank you for your cooperation in this health endeavor.

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

Carroll Hill
Phone 328-5720
Fax 274-4587

School 16
Phone 328-5120
Fax 274-4585

School 12
Home 328-5025
Fax 203-6874

Pre-K
Phone 328-5436
Fax 271-7692

School 18
Phone 328-5520
Fax 274-4374

School 2
Phone 328-5620
Fax 271-5205

Troy Middle School
Phone 328-5323
Fax 271-5175

School 14
Phone 328-5825
Fax 274-0371

Troy High School
Phone 328-5425
Fax 271-5174

Dental Health Certificate- Optional

Parent/Guardian: New York State law (Chapter 281) permits schools to request an oral health assessment 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 registered dentist or registered dental hygienist for an assessment. If your child had a dental check-up before he/she started the school, ask your dentist/dental hygienist 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: / /	Sex: <input type="radio"/> Male	Will this be your child's first oral health assessment? <input type="radio"/> Yes <input type="radio"/> No			
Month	Day	Year	<input type="radio"/> Female		
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? <input type="radio"/> Yes <input type="radio"/> 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/ Dental Hygienist

I. The dental health condition of _____ on _____ (date of assessment)
 The date of the assessment 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/ Dental Hygienist's name and address

(please print or stamp)

Dentist's/Dental Hygienist'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 1/2 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): _____

II. 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.



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 _____
Physical Limitation _____

Ears (Otosopic) _____
Thyroid _____
Tonsils _____
Heart _____
Hernia _____
Nervous System _____
Epilepsy _____
Nutrition _____
Posture _____
Feet _____
Behavior _____

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) _____



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 _____
- _____ Benzalkonium-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 _____

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.