TROY CITY SCHOOL DISTRICT

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

# Checklist for Prekindergarten Registration Applicants

**Attention Parent/Guardian:** A parent or guardian must be present with photo identification at Central Registration Office in order to register a child. Your child must be age 4 by December 1, 2020 for 2020-21 school year.

**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 - all must include name of parent/guardian)
(5) Photo Identification of Parent/Guardian
(6) Dental Health Certificate (optional)

**Central Registration.** Parents/guardians must go to School 12, 475 First Street to register for the 2020-21 school year. Office hours 7:30 a.m. to 3:00 p.m./Summer hours 7:00 a.m. to 2:00 pm. Summer hours are also in effect during school breaks.

**NYS Prekindergarten Regulations.** According to the revised New York State Prekindergarten Regulations 151-2.6 Admission Requirements for Children:

No child may participate in the Prekindergarten program unless:

(1) A report of a medical examination of the child signed by a physician is submitted within 30 days of admission which states that the child is free from contagious or communicable disease.
(2) The child has been immunized to the extent appropriate to his/her age in accordance with Section 2164 of the Public Health Law; or has been granted an exemption from such immunization.

***Note:*** *Universal Pre K is dependent upon funding under the Troy Universal Pre K Grant from the New York State Education Department for the 2020-2021 school year. The amount of funding received determines the number of Pre K slots.*

**Questions?** Contact Juli at (518) 328-5436 or Registration at (518) 328-5007
Fax: (518) 271-5445

TROY
CITY SCHOOL DISTRICT

**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: _____

**This questionnaire is intended to help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected 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 _____
Name of Parent/Guardian or Student, please print Signature of Parent/Guardian or Student

_____
Date

TROY CITY SCHOOL DISTRICT

# 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

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: _____

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**
**Did the student take any final High School level exam(s) out of state while his/her guardian was in the military?___**

---

☐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 (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

# Prekindergarten Student Registration Form
## TROY CITY SCHOOL DISTRICT

Attendance Expectations

I AGREE TO FOLLOW THE ATTENDANCE EXPECTATIONS OF
THE TROY CITY SCHOOL DISTRICT UNIVERSAL PREKINDERGARTEN PROGRAM.

- My child will be in school each day Universal Prekindergarten is in session unless he or she is sick.
- If my child is not in attendance and is not sick, I understand that my child can be dropped from the program.
- I will send a written excuse each day my child is absent.
- If I can, I will call the Prekindergarten school/center to notify the school that my child will be absent.
- My child will be at school and picked up on time daily and will stay for the full Pre K program. I will sign my child in and out each day of the program. I understand that my child may be dropped from the program by not complying.
- My child will be dropped off at the start of the program and picked up at the end of the program. I understand that it is important for my child to be present for the entire day and by not complying my child may be dropped from the program.
- I understand it is my responsibility to be sure to give the Pre K teacher and staff updated phone numbers.
- I understand that if I move outside the Troy City School District area, my child will no longer be able to attend the Universal Prekindergarten program. I will also notify the district that my child has moved.

X _____ _____

Signature of Parent/Guardian Date

# Prekindergarten Student Registration Form

## TROY CITY SCHOOL DISTRICT

### PREKINDERGARTEN PROGRAM SITES

The following sites hold a Prekindergarten program in conjunction with the Troy City School District:

| | | |
|---|---|---|
| 1. School #2<br>470 Tenth Street | 7:45 – 2:00 | Head Start collaboration<br>Additional Paperwork Required<br>Parents transport |
| 2. School #12<br>475 First Street | 7:40 – 1:00<br>7:45 – 2:00 | Parents transport<br>Parents transport, Head Start Collaboration<br>Additional Paperwork Required<br>Wrap-around childcare option |
| 3. School #14<br>1700 Tibbits Avenue | 7:45 – 1:00 | Parents transport |
| 4. CEO<br>Fifth Avenue | 8:00 – 2:00 | Parents Transport<br>Head Start Collaboration<br>Additional Paperwork Required |
| 5. CEO<br>Griswold Heights | 7:30-1:30 | Parents Transport<br>Head Start Collaboration<br>Additional Paperwork Required |
| 6. Sacred Heart<br>308 Spring Avenue | 8:00 – 1:00 | Parents transport<br>Wrap-around & After School Care option<br>School Uniform required |
| 7. Samaritan-Rensselaer Children's Center<br>2213 Burdett Avenue | 8:00 – 1:00 | Parents transport<br>Wrap-around childcare option |
| 8. A Child's Place at Unity<br>435 Fourth Street | 8:30 – 1:30 | Parents transport<br>Wrap-around childcare option |

# Prekindergarten Student Registration Form
## TROY CITY SCHOOL DISTRICT

### SITE REQUEST FORM

Child's Name: _____

Criteria for Acceptance:

- Child must reside within the Troy City School District.
- The child must be 4 years of age on or before December 1st of the school year they are enrolling for.

**Preceding this page is a list of names and addresses of the Pre K providers within the Troy City School District. The hours of operation and what options the program has is listed.**

Please rank order your top 5 choices below.

1. _____
2. _____
3. _____
4. _____
5. _____

**Random Selection**
New York State requires random selection of all Universal Prekindergarten programs. Applications will be accepted beginning February 24th. Applications will be selected at random to fill the available Pre K classrooms. You will be notified by mail of your child's placement. Every effort will be made on our part to grant you your Prekindergarten preference.

**Additional Childcare**
Wrap-around childcare is an option at some Pre K sites. This means that a parent can have the option of childcare before and/or after the Pre K day. However, the cost associated with the additional childcare is the responsibility of the parent or guardian.

# Prekindergarten Student Registration Form

**TROY CITY SCHOOL DISTRICT**

## CHILD PROFILE

Child's name _____

Language(s) spoken in the home _____

Is your child currently attending:

daycare_____ nursery school_____ or Head Start_____

Does your child have any special health challenges we should know about?

_____

Does your child have any religious dietary needs?

_____

Mother's name_____Age_____Education_____

Phone: Home:_____ Cell:_____ Work:_____

Father's name _____ Age_____ Education_____

Phone: Home:_____ Cell:_____ Work:_____

Sitter's/Day Care Name _____

Address _____

Phone_____

# Prekindergarten Student Registration Form

## TROY CITY SCHOOL DISTRICT

### CHILD RELEASE FORM

Please indicate the names of the people who can pick up your child at dismissal time if you are unable to do so yourself. We will not release your child to any unauthorized person. Persons who pick up your child may be asked to show identification.

I hereby give the staff at _____ Pre K
(name of school)

permission to release my child _____ to the
(name of child)

following person(s).

X _____
Parent Signature

_____
Date

Please Print Names of Authorized People:

| Name | Phone Number | Relationship to Child |
|---|---|---|
| | | Parent |
| | | Parent |
| | | |
| | | |
| | | |
| | | |

# Prekindergarten Student Registration Form

## TROY CITY SCHOOL DISTRICT

### WALKING TRIP PERMISSION SLIP

I desire to have my child _____ go with the Prekindergarten on
(name of child)
all walking trips the class may take from September, 20___ to June, 20____. I shall be responsible for his/her actions while the class is taking the trip.

X _____
Parent Signature

_____
Date

# Prekindergarten Student Registration Form

## TROY CITY SCHOOL DISTRICT

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

## 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

# 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:**

*Month* *Day* *Year*

**GENDER:**

☐ Male
☐ Female

**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:**

*District Name (Number) & School* *Address*

**STUDENT ID NUMBER IN NYS STUDENT INFORMATION SYSTEM:**

# 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:** _____
MO. DAY YR.

**PROFICIENCY LEVEL ACHIEVED ON NYSITELL:** ☐ENTERING ☐EMERGING ☐TRANSITIONING ☐EXPANDING ☐COMMANDING

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

# Prekindergarten Student Registration Form

**TROY CITY SCHOOL DISTRICT**

## HOUSEHOLD SURVEY

Number of people living in the household _____

Single Parent Household _____yes _____no

Foster Child _____yes _____no

Non-English Speaking Household _____yes _____no

Temporary Housing _____yes _____no

Parent/Guardian Working _____yes _____no

If yes, location and hours of work:

Parent/Guardian #1_____

Parent/Guardian #2_____

Parent/Guardian attending school _____yes _____no

Parent/Guardian on Unemployment _____yes _____no

Is your child covered by Medicaid _____yes _____no

# Prekindergarten Student Registration Form

**TROY CITY SCHOOL DISTRICT**

## DEVELOPMENTAL SCREENINGS

An outside approved agency may help assist with the Developmental Screenings for Troy City School District Pre K rooms. The screening is an informal assessment to identify possible developmental delays (speech, motor, educational and behavioral). Each child is seen individually by a teacher, speech therapist, or motor therapist. If any concerns do exist, a formal evaluation may be recommended. Please sign and date below for an outside approved agency to assist with your child's screening.

Child's Name: _____

Child's date of birth: _____

Child's Gender: Male or Female (please circle)

Parent(s) Name: _____

Telephone Number: _____

I give permission for my child, _____, to receive a developmental screening from an out of district provider.

X_____ _____

Parent or Guardian Signature Date

# Prekindergarten Student Registration Form

## TROY CITY SCHOOL DISTRICT

Information Sheet

What do you want your child to be called at school? _____

Child's birthday (M/D/Y): _____

Parent/Guardian Name(s): _____

Child's Siblings (this will help us spell their names on their artwork):

_____

_____

Family Pets: _____

Email Address: _____

Child's Allergies (please include food, animal or other allergies):

_____

_____

What are you child's favorite snack foods?

_____

_____

What are your child's interests?

_____

_____

What activities does your child like to do?

_____

_____

What are you child's dislikes (food, activities, other)?

_____

_____

Anything else you would like to tell us about your child?

_____

_____

TROY CITY SCHOOL DISTRICT

**2020-21 School Year**

# DO NOT RELEASE MEDIA FORM

*Return form to your school* ***ONLY IF YOU OBJECT*** *to your child's photo being published.*

Please complete this form only if you OBJECT to the use of your child's photograph or video.

Photographs and videos of our students may be used to promote programs and activities in print and online materials.

**School** _____ **Grade:** _____

**Child's Name:** _____

**Address:** _____

**Parent/Guardian Signature:** _____

DO NOT RELEASE:

☐ I do NOT wish my child's photograph to appear online on District sites or in the District print newsletter.

DO NOT RELEASE:

☐ I do NOT wish my child to be photographed or videotaped by an outside agency (such as newspaper or television media).

**ONLY IF YOU OBJECT** to the release of your child's photograph.

TROY
CITY SCHOOL DISTRICT

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

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-K, Kindergarten, 1st grade, 3rd grade, 5th grade, 7th grade, 9th grade and 11th grade, and all new students who are entering the Troy City School District.**

As part of your child's education and in recognition of a desirable health practice, the annual health examination 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

**Pre-K**
Phone 328-5012
Fax 271-7692

**School 2**
Phone 328-5620
Fax 271-5205

**School 14**
Phone 328-5825
Fax 274-0371

**School 16**
Phone 328-5120
Fax 274-4585

**School 18**
Phone 328-5520
Fax 274-4374

**Troy Middle School**
Phone 328-5323
Fax 271-5175

**Troy High School**
Phone 328-5425
Fax 271-5174

**School 12**
Home 328-5025
Fax 203-6874

# DENTAL HEALTH CERTIFICATE - OPTIONAL

**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 X _____ 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.

# REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM

## TO BE COMPLETED IN ENTIRETY BY PRIVATE HEALTH CARE PROVIDER OR SCHOOL MEDICAL DIRECTOR

**Note:** NYSED requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11; annually for interscholastic sports; and working papers as needed; or as required by the Committee on Special Education (CSE) or Committee on Pre-School Special education (CPSE).

## STUDENT INFORMATION

| Name: | Sex: ☐ M ☐ F | DOB: |
|---|---|---|
| School: | Grade: | Exam Date: |

## HEALTH HISTORY

**Allergies** ☐ No ☐ Medication/Treatment Order Attached ☐ Anaphylaxis Care Plan Attached
☐ Yes, indicate type ☐ Food ☐ Insects ☐ Latex ☐ Medication ☐ Environmental

**Asthma** ☐ No ☐ Medication/Treatment Order Attached ☐ Asthma Care Plan Attached
☐ Yes, indicate type ☐ Intermittent ☐ Persistent ☐ Other: _____

**Seizures** ☐ No ☐ Medication/Treatment Order Attached ☐ Seizure Care Plan Attached
☐ Yes, indicate type ☐ Type: _____ Date of last seizure: _____

**Diabetes** ☐ No ☐ Medication/Treatment Order Attached ☐ Diabetes Medical Mgmt. Plan Attached
☐ Yes, indicate type ☐ Type 1 ☐ Type 2 ☐ HbA1c results: _____ Date Drawn: _____

**Risk Factors for Diabetes or Pre-Diabetes:**
*Consider screening for T2DM if BMI% > 85% and has 2 or more risk factors: Family Hx T2DM, Ethnicity, Sx Insulin Resistance, Gestational Hx of Mother; and/or pre-diabetes.*

BMI_____kg/m2 **Percentile (Weight Status Category):** ☐ <5th ☐ 5th-49th ☐ 50th-84th ☐ 85th-94th ☐ 95th-98th ☐ 99th and>

**Hyperlipidemia:** ☐ No ☐ Yes **Hypertension:** ☐ No ☐ Yes

## PHYSICAL EXAMINATION/ASSESSMENT

**Height:** **Weight:** **BP:** **Pulse:** **Respirations:**

| TESTS | Positive | Negative | Date |
|---|---|---|---|
| PPD/ PRN | ☐ | ☐ | |
| Sickle Cell Screen/PRN | ☐ | ☐ | |
| **Lead Level Required Grades Pre- K & K** | | | **Date** |
| ☐ Test Done ☐ Lead Elevated ≥ 10 µg/dL | | | |

**Other Pertinent Medical Concerns**
One Functioning: ☐ Eye ☐ Kidney ☐ Testicle
☐ Concussion – Last Occurrence: _____
☐ Mental Health: _____
☐ Other:

☐ **System Review and Exam Entirely Normal**

**Check Any Assessment Boxes *Outside* Normal Limits And Note Below Under Abnormalities**

| | | | | |
|---|---|---|---|---|
| ☐ HEENT | ☐ Lymph nodes | ☐ Abdomen | ☐ Extremities | ☐ Speech |
| ☐ Dental | ☐ Cardiovascular | ☐ Back/Spine | ☐ Skin | ☐ Social Emotional |
| ☐ Neck | ☐ Lungs | ☐ Genitourinary | ☐ Neurological | ☐ Musculoskeletal |

☐ Assessment/Abnormalities Noted/Recommendations:

☐ Additional Information Attached

| Diagnoses/Problems (list) | ICD-10 Code |
|---|---|
| | |
| | |
| | |
| | |

| Name: | | | | DOB: |
|---|---|---|---|---|
| **SCREENINGS** | | | | |
| **Vision** | **Right** | **Left** | **Referral** | **Notes** |
| Distance Acuity | 20/ | 20/ | ☐ Yes ☐ No | |
| Distance Acuity With Lenses | 20/ | 20/ | | |
| Vision – Near Vision | 20/ | 20/ | | |
| Vision – Color ☐ Pass ☐ Fail | | | | |
| **Hearing** | **Right dB** | **Left dB** | **Referral** | |
| Pure Tone Screening | | | ☐ Yes ☐ No | |
| **Scoliosis** Required for boys grade 9 | **Negative** | **Positive** | **Referral** | |
| And girls grades 5 & 7 | ☐ | ☐ | ☐ Yes ☐ No | |
| Deviation Degree: | | Trunk Rotation Angle: | | |
| **Recommendations:** | | | | |

**RECOMMENDATIONS FOR PARTICIPATION IN PHYSICAL EDUCATION/SPORTS/PLAYGROUND/WORK**

☐ **Full Activity** without restrictions including Physical Education and Athletics.

☐ **Restrictions/Adaptations** Use the Interscholastic Sports Categories (below) for Restrictions or modifications

- ☐ **No Contact Sports** **Includes:** baseball, basketball, competitive cheerleading, field hockey, football, ice hockey, lacrosse, soccer, softball, volleyball, and wrestling
- ☐ **No Non-Contact Sports** **Includes:** archery, badminton, bowling, cross-country, fencing, golf, gymnastics, rifle, Skiing, swimming and diving, tennis, and track & field
- ☐ **Other Restrictions:**

☐ **Developmental Stage for Athletic Placement Process ONLY**

Grades 7 & 8 to play at high school level **OR** Grades 9-12 to play middle school level sports

Student is at **Tanner Stage:** ☐ I ☐ II ☐ III ☐ IV ☐ V

☐ **Accommodations:** Use additional space below to explain

| | | |
|---|---|---|
| ☐ Brace*/Orthotic | ☐ Colostomy Appliance* | ☐ Hearing Aids |
| ☐ Insulin Pump/Insulin Sensor* | ☐ Medical/Prosthetic Device* | ☐ Pacemaker/Defibrillator* |
| ☐ Protective Equipment | ☐ Sport Safety Goggles | ☐ Other: |

*Check with athletic governing body if prior approval/form completion required for use of device at athletic competitions.

Explain: _____

**MEDICATIONS**

☐ **Order Form for Medication(s) Needed at School attached**

| **List medications taken at home:** | | |
|---|---|---|
| | | |

**IMMUNIZATIONS**

☐ Record Attached ☐ Reported in NYSIIS Received Today: ☐ Yes ☐ No

**HEALTH CARE PROVIDER**

| Medical Provider Signature: | **Date:** |
|---|---|
| Provider Name: *(please print)* | Stamp: |
| Provider Address: | |
| Phone: | |
| Fax: | |

**Please Return This Form To Your Child's School When Entirely Completed.**

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_____

TROY
CITY SCHOOL DISTRICT

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

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.