



**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 3:00 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 email: [reg@troycsd.org](mailto:reg@troycsd.org)

**Se habla español: 518-629-5757** Arabic Interpreter: 518-431-9281

**TROY SCHOOLS**

**Elementary Schools**

- School 2 – 470 Tenth Street
- School 14 – 1700 Tibblts 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 CSD LEARNING AND TRANSPORTATION CHOICE FORM**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Learning Choice**

Please choose one of the following:

**In-Person Instruction Grades Pre-K – 5**

Daily in-person instruction.

(PLEASE NOTE: We do not provide transportation for Pre-K students.)

**In-Person Instruction Grades 6 – 12**

This is a hybrid version of both in-person and at-home instruction. The student's schedule will alternate two consecutive days in-person followed by two consecutive days of virtual instruction.

**Remote ONLY Learning Grades K – 12**

Parents who opt for the Remote ONLY learning option **must commit to this option from January through June.**

**Transportation Choice for In-Person Instruction**

Please choose one of the following:

**Student will require bus transportation**

Select this option if you require transportation to and from school or if you only require AM or PM transportation.

**Student does not require bus transportation**

Student is walking or is transported via parent drop off/pickup, CDTA, or other means.

Parents who opt for No Bus Transportation **must commit to this option from January through June.**

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## 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



# 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? \_\_\_\_\_

### **Office Use Only**

NCLB  SP  Summer Serv 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



### 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



# TROY CITY SCHOOL DISTRICT

SCHOOL HEALTH SERVICES Entering Date \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sex \_\_\_\_\_

Student Name Last First MI Address \_\_\_\_\_ DOB \_\_\_\_\_ Place of Birth \_\_\_\_\_  
 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?		Has Your Child Ever Had the Following?	Explain with Date/Medication	
	N	Y		N	Y
<b>ALLERGIES</b>					
Food			Anemia/Bleeding Disorder		
Bees			Sickle Cell		
Environmental			Chronic Ear Infections		
Medication			Hearing Loss		
Eczema			Hearing Aid		
Asthma			Speech Concerns		
			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 \_\_\_\_\_

## 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.*

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

<b>SCHOOL DISTRICT INFORMATION:</b>	<b>STUDENT ID NUMBER IN NYS STUDENT INFORMATION SYSTEM:</b>
<i>District Name (Number) &amp; School</i>	<i>Address</i>

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

<b>**DATE OF INDIVIDUAL INTERVIEW:</b> MO _____ DAY _____ YR _____	<b>OUTCOME OF INDIVIDUAL INTERVIEW:</b> <input type="checkbox"/> ADMINISTER NYSITELL
	<input type="checkbox"/> ENGLISH PROFICIENT
	<input type="checkbox"/> REFER TO LANGUAGE PROFICIENCY TEAM

**NAME/POSITION OF QUALIFIED PERSONNEL ADMINISTERING NYSITELL**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

<b>DATE OF NYSITELL ADMINISTRATION:</b> MO _____ DAY _____ YR _____	<b>PROFICIENCY LEVEL ACHIEVED ON NYSITELL:</b> <input type="checkbox"/> ENTERING <input type="checkbox"/> EMERGING <input type="checkbox"/> TRANSITIONING <input type="checkbox"/> EXPANDING <input type="checkbox"/> COMMANDING
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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:**  
BOE Approved 2-1-12

**RETURN TO PRINCIPAL**

## **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, 1<sup>st</sup> grade, 3<sup>rd</sup> grade, 5<sup>th</sup> grade, 7<sup>th</sup> grade, 9<sup>th</sup> grade and 11<sup>th</sup> 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	
Month	Day	Year	<input type="radio"/> Female	
Will this be your child's first oral health assessment?				<input type="radio"/> Yes <input type="radio"/> 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? <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

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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: <input type="checkbox"/> M <input type="checkbox"/> F	DOB:
School:	Grade:	Exam Date:

**HEALTH HISTORY**

Allergies <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type	<input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Food <input type="checkbox"/> Insects <input type="checkbox"/> Latex <input type="checkbox"/> Medication	<input type="checkbox"/> Anaphylaxis Care Plan Attached <input type="checkbox"/> Environmental
--	---	---

Asthma <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type	<input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Intermittent <input type="checkbox"/> Persistent <input type="checkbox"/> Other : _____	<input type="checkbox"/> Asthma Care Plan Attached
---	--	--

Seizures <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type	<input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Type: _____	<input type="checkbox"/> Seizure Care Plan Attached Date of last seizure: _____
---	--	--

Diabetes <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate type	<input type="checkbox"/> Medication/Treatment Order Attached <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> HbA1c results: _____	<input type="checkbox"/> Diabetes Medical Mgmt. Plan Attached 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):  <5<sup>th</sup>  5<sup>th</sup>-49<sup>th</sup>  50<sup>th</sup>-84<sup>th</sup>  85<sup>th</sup>-94<sup>th</sup>  95<sup>th</sup>-98<sup>th</sup>  99<sup>th</sup> and >

Hyperlipidemia:  No  Yes      Hypertension:  No  Yes

**PHYSICAL EXAMINATION/ASSESSMENT**

Height:	Weight:	BP:	Pulse:	Respirations:
<b>TESTS</b>	<b>Positive</b>	<b>Negative</b>	<b>Date</b>	<b>Other Pertinent Medical Concerns</b>
PPD/ PRN	<input type="checkbox"/>	<input type="checkbox"/>		One Functioning: <input type="checkbox"/> Eye <input type="checkbox"/> Kidney <input type="checkbox"/> Testicle
Sickle Cell Screen/PRN	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Concussion – Last Occurrence: _____
<b>Lead Level Required Grades Pre- K &amp; K</b>			<b>Date</b>	<input type="checkbox"/> Mental Health: _____
<input type="checkbox"/> Test Done <input type="checkbox"/> Lead Elevated $\geq 10$ $\mu\text{g/dL}$				<input type="checkbox"/> Other: _____

System Review and Exam Entirely Normal

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

<input type="checkbox"/> HEENT	<input type="checkbox"/> Lymph nodes	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Extremities	<input type="checkbox"/> Speech
<input type="checkbox"/> Dental	<input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Back/Spine	<input type="checkbox"/> Skin	<input type="checkbox"/> Social Emotional
<input type="checkbox"/> Neck	<input type="checkbox"/> Lungs	<input type="checkbox"/> Genitourinary	<input type="checkbox"/> Neurological	<input type="checkbox"/> Musculoskeletal

<input type="checkbox"/> Assessment/Abnormalities Noted/Recommendations:	Diagnoses/Problems (list)	ICD-10 Code
	_____	_____
	_____	_____
	_____	_____

Additional Information Attached

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**SCREENINGS**

Vision	Right	Left	Referral	Notes
Distance Acuity	20/	20/	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Distance Acuity With Lenses	20/	20/		
Vision – Near Vision	20/	20/		
Vision – Color <input type="checkbox"/> Pass <input type="checkbox"/> Fail				
Hearing	Right dB	Left dB	Referral	
Pure Tone Screening			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Scoliosis	Negative	Positive	Referral	
Required for boys grade 9 And girls grades 5 & 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> 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
 

<input type="checkbox"/> Brace*/Orthotic	<input type="checkbox"/> Colostomy Appliance*	<input type="checkbox"/> Hearing Aids
<input type="checkbox"/> Insulin Pump/Insulin Sensor*	<input type="checkbox"/> Medical/Prosthetic Device*	<input type="checkbox"/> Pacemaker/Defibrillator*
<input type="checkbox"/> Protective Equipment	<input type="checkbox"/> Sport Safety Goggles	<input type="checkbox"/> 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: <i>(please print)</i>	Stamp:
Provider Address:	
Phone:	
Fax:	

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





**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.

## 2020-2021 Community Eligibility Provision (CEP)/Provision 2 Non-base Year Household Income Eligibility Form

The **Enlarged City School District of Troy** is participating in the Community Eligibility Provision (CEP) or Provision 2 in a non-base year. All children in the school will receive meals/milk at no charge regardless of household income or completion of this form. ***This form is to determine eligibility for additional State and Federal program benefits that your child(ren) may qualify for. Read the instructions on the back, complete only one form for your household, sign your name and return it to the school named above. Call 518-328-5005 if you need help.***

**1. List all children in your household who attend school:**

Student Name	School	Grade/Teacher	Foster Child	No Income
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**2. SNAP/TANF/FDPIR Benefits:**

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part 5, and sign the application.

Name: \_\_\_\_\_ CASE # \_\_\_\_\_

**3. Household Gross Income:** List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). Do not leave income blank. If no income, check box. If you have listed a foster child above, you must report their personal income.

Name of household member	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

**4. Household Size:** \_\_\_\_\_ (Include in this number: yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living in your household.)

**5. Signature:** An adult household member must sign this application.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school may receive federal funds. The school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and Federal laws, and my children may lose meal benefits.

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY**

**Annual Income Conversion (Only convert when multiple income frequencies are reported on application)**  
 Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

\_\_\_ SNAP/TANF/Foster

\_\_\_ Income Household:      Total Household Income/How Often: \_\_\_\_\_ / \_\_\_\_\_      Household Size: \_\_\_\_\_

\_\_\_ Free Eligibility              \_\_\_ Reduced Eligibility              \_\_\_ Denied Eligibility

\_\_\_ Signature of Reviewing Official \_\_\_\_\_

## CEP/Provision 2 Non-Base Year Household Income Form INSTRUCTIONS

**PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE FORM FOR YOUR HOUSEHOLD.**

- (1) Print the names of the children, including foster children, for whom you are applying on one form.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, and check the box for each child with no income.

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**PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 5.**

- (1) List a current SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families) or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
- (2) An adult household member must sign the form in PART 5. **SKIP PART 3 and 4 - Do not list names of household members or income if you list a SNAP, TANF or FDPIR number.**

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**PARTS 3, 4 & 5 ALL OTHER HOUSEHOLDS MUST COMPLETE ALL OF PARTS 3, 4 AND 5.**

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.

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**OTHER BENEFITS:** Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). In order to determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

### PRIVACY ACT STATEMENT

The Enlarged City School District of Troy is committed to maintaining the privacy of our students and families and the confidentiality of sensitive personal information. The information you have provided on this form will be used only for the purpose(s) stated above and will otherwise be maintained by the District in confidence in accordance with the applicable provisions of the Federal Educational Rights and Privacy Act (FERPA) and the privacy protections of Public Officers Law section 89.