

CONVAL SCHOOL DISTRICT REGISTRATION CHECKLIST

Student _____ Date _____

Before any student is enrolled in the ConVal School District, his or her parent or legal guardian must provide Proof of Residency in the ConVal School District.

Verification of Residency

All applicants for enrollment must submit at least one document from each Column A, B and C.

Column A

Evidence of Residency

Recent Mortgage Statement/or property tax bill

Copy of Lease

Landlord Affidavit

Section 8 Agreement

OR

Certification of Address form signed by Town Clerk

Column B

Evidence of Occupancy

Recent bill dated within the past 60 days showing ConVal address

Gas bill

Oil bill

Electric bill

Home telephone bill (not cell phone)

Cable bill

Column C

Evidence of Parent/Guardian Identification (photo ID)

Valid Driver's License

Valid State-Issued Photo ID

Passport

Parent/Legal Guardian

Birth Certificate with parent(s) name

If divorced, the custodial parent must show proof of custody (divorce decree, parenting plan, signed court order – make a copy for school records). In the case of a single parent, they must prove residency and that the child lives with them.

Aunt, uncle, grandparent, biological non-custodial parent must produce a court order or copy of petition for custody with stamped docket number* from NH Probate granting custody.

Notarized letters are not sufficient.

***Additional documentation will be required following Probate court hearing date.**

Medical Records/Immunizations: RSA:141-C:20 a.b.c. Identify any life threatening illness or allergies and medical requirements.

Physical Examinations of Students: Complete physical examination within 1 year preceding entry into school. Include up to date immunizations or a waiver. Policy JLCA.

IEP: Ask: *Is your child currently or has your child ever received special education services?* Every effort should

6.13.17

9.24.19

be made to obtain a copy of the child's current IEP prior to placement.

504: Ask: *Did your child have a 504 plan in place at his/her most recent school?* Every effort should be made to obtain a copy of the child's current 504 prior to beginning school.

Foster Care: If DCYF places a student in Foster Care in our District, the district **must** receive notification from the District Court: **Motion to Join Legally Liable School Districts** and a **2242 Residential Placement Change Notice prior to enrolling the student**. If unclear, please contact the Director of Student Services at 924-7503 ext 2048. **Notify** the Director of Student Services when any foster student is enrolling in your school.

Homeless: Homeless family (student) – Refer to the current Technical Assistance Advisory. **Notify** School Social Worker-Homeless Liaison.

Suspension and Expulsion

Suspension – Refer to Policy JKE page 2: Enrollment of Suspended Students.

Expulsion – Refer to Policy JKE – If a student has been expelled s/he may not enroll in ConVal School District.

ConVal School District Transfer/Request for Records

RSA 194-31: All elementary and secondary educational institutions including academies, private schools and public schools shall, upon request of a private school or a school district as authorized by a parent, student or former student, furnish a student record to any elementary or secondary educational institution. There shall be no charge for any record furnished.

PERMISSION TO RELEASE STUDENT INFORMATION

Student's Name	Birth Date	Grade Level	State ID#
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Records to be obtained from:

School Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

FAX #: _____

Agency Requesting Information:

School Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

FAX #: _____

I hereby give my permission for the release of any and all pertinent records for this student, _____, including but not limited to: academic records, cumulative files, special education evaluations/referrals, medical records and testing data.

Date

Signature of Parent/Guardian

Date

Signature of School Official