

EMERGENCY CONTACT CARD

SCHOOL YEAR 20__ _ - 20 ___

You can update your contact information online using your NYC Schools Account at <u>schoolsaccount.nyc</u>. Don't have an account? Check out <u>schools.nyc.gov/nycsa.</u>

STUDENT INFORMATION	N		
Student Last Name Date of Birth (mm/dd/yyyy)	OSIS ID #	Student First Name	M.I.
If you have filled out the information of the contact information of the co	ation is correct in NYCSA. No n	eed to update form.	
This Guardian Can : Be Contac	ted in Emergencies Pick Up Stu	dent Receive School Mailings (check all that apply).
Parent/Guardian Last Name (Student research) Parent's Preferred Language of Communic Home Telephone Email Address (House Number) City		Parent's Preferred Language of Communic Cell Phone Zip Code Borough	onship ation (Oral) OK to Text Apartment #
This Guardian Can: Be Contact	ed in Emergencies Pick Up Stu	dent Receive School Mailings (d	check all that apply).
Secondary Parent/Guardian Last Name	Socondary Da	rent/Guardian First Name Relati	onship
Secondary Parent/Guardian's Preferred La		Secondary Parent/Guardian's Preferred La Secondary Cell Phone	nguage of Communication (Oral) OK to Text
Secondary Address (House Number) City	State	Zip Code Borough	Apartment #
EMERGENCY CONTACTS			
	al people who may be called in case		hool.
Name			Relationship

NO ACCESS If there is a person who may **NOT HAVE ACCESS** to child, please indicate: Please submit a copy of the order of protection to your child's school. Relationship **Order of Protection Exists? Effective Date of Court Order** ☐ Yes ☐ No **HEALTH INFORMATION** Name of Physician/Clinic: _____Telephone _____ ☐ Dermatologist ☐ Allergist/Immunologist ☐ Cardiologist ☐ Development/Behavioral Specialist ☐ Neurologist ☐ Pulmonologist ☐ Other _____ **Health Alert** ☐ Yes ☐ No Does child have any health condition that may affect participation in physical activities? (e.g., stair climbing, participation in gym) **Known Diagnoses** (please check all that apply) ☐ Asthma ☐ Seizures ☐ Allergies/Anaphylaxis ☐ Diabetes ☐ None ☐ Other______ Allergies (select all that apply) ☐ Milk ☐ Eggs ☐ Peanuts ☐ Tree Nuts (Other Nuts) ☐ Shellfish ☐ Soy ☐ Wheat ☐ Other My child has (X any that apply): Private health insurance Medicaid ☐ No health insurance If "No Health Insurance," are you willing to share contact information from this card to learn about insurance options? \square Yes \square No It is understood that in the final disposition of an emergency case, the judgment of the school authorities will prevail. The recommendation of the parent as indicated above will be respected as far as possible. **SIBLINGS** Sibling's Last Name Sibling's First Name Sibling's School of Attendance SIGNATURE OF PARENT/GUARDIAN ☐ By checking this box, I agree to be contacted by elected School, District, and/or City-wide parent leader volunteers regarding events, updates, and other matters connected to my school community. By checking this box, I agree that my contact information can be shared with elected School, District, and/or City-wide parent leader volunteers so I can be updated on events and other matters connected to my school community. Principal will be notified in writing of any changes to information on this card Signature of Parent/Guardian FOR OFFICE USE ONLY To be completed by school staff only. Grade Class Room No. Teacher List below contacts made for emergency, illness or injury. Relevant records from Health Record Date Disposition Reason



Federal Parent/Guardian Student Ethnic and Race Identification

(PSE Form)

To the Parent or Guardian:

Federal law requires the New York City Department of Education to collect and record the ethnic identity and race of public school students. This information is used to determine funding for your school, among other things, and is kept safe and private.

We need your help to accomplish this task. Please respond to the ethnicity and race identification questions on the back of this page. The first question gives you a chance to share if your child is of Hispanic, Latino, or Spanish origin. The second question gives you a chance to share your child's race or races. The federal government provides the options that you will choose from. Please respond to both questions.

We understand the sensitive nature of this process. The options may not represent a perfect or complete portrayal of your family's own ethnic or race identification. We encourage you to select the options using your best judgment. If you choose not to answer, federal guidelines require New York City Department of Education school staff to respond on your behalf.

Race and ethnicity information for students is protected by the confidentiality regulations cited at the bottom of this page.¹

Thank you for your cooperation.

Directions for parents and guardians:

Please complete the form on the other side of this page and return it to your child's school.

Directions for school staff:

File the completed form in the student's cumulative folder as confidential information.

¹ Confidentiality Procedures and Regulations: the <u>Family Educational Rights and Privacy Act</u> (FERPA) and <u>Regulations of the Chancellor A-820</u> prohibit unauthorized access to student records and unauthorized release of any student record information identifiable by either student name or student identification number.



Federal Parent/Guardian Student Ethnic and Race Identification

- All students between 5 and 21 years of age have the right to a free and public education.
- Federal law requires the New York City Department of Education to collect and record the ethnic identity and race(s) of public school students.
- Children may not be refused admission to a public school because of race, color, creed, national origin, gender, gender identify, pregnancy, immigration/citizenship status, disability, sexual orientation, religion, or ethnicity.²

SCHOOL STAFF: PLEASE COMPLETE THIS SECTI	ON
Student Name:(Last name, first name, middle init	Date of Birth: / / tial)
Name of School:	
Grade level:	Official Class Code:
NYC Student Identification Number:	
PARENT OR GUARDIAN: PLEASE COMPLETE TH	
Please answer both questions 1 and 2. Please read th	em before you respond.
For question 1, mark the box that best describes your	child.
•	rigin? Hispanic, Latino, or of Spanish origin means a person of Cuban, Dominican, a, or other Spanish culture or origin, regardless of race.
YES, Hispanic	
NO, not Hispanic	
For question 2, mark all boxes that apply to your child	I.
2. Select one or more races from the following fiv	e racial groups.
AMERICAN INDIAN OR ALASKAN NATIVE South America (including Central America	/E: A person having origins in any of the original peoples of North America and a). (ATS Code: B)
	the original peoples of the Far East, Southeast Asia, or the Indian Sub-Continent I, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and
Or other Pacific Islands. (ATS Code: D)	SLANDER: A person having origins in any of the original peoples of Hawaii, Guam,
BLACK: A person having origins in any of	the Black racial groups of Africa. (ATS Code: E)
WHITE: A person having origins in any of	the original peoples of Europe, North Africa, or the Middle East. (ATS Code: F).
Signature of Parent/Guardian/Other/School Staff Obs	server: Date:
	er (specify):
	ol Staff Observer (name):
	- \ · - -

² Race may be considered as a factor in school enrollment only where required by court order; gender is a factor only in single-gender schools. T&I-30775 PSE Form (English)

PAGE 2

The New York City Department of Education Parent/Guardian Home Language Identification Survey

Dear Parent or Guardian,

Parent/Guardian Signature_

In order to provide your child with the best education possible, we need to determine how well he or she understands, speaks, reads, and writes English. In order to keep you informed, we would like to know your language preference when receiving important information from the school. Your assistance in answering the questions below is greatly appreciated.

Thank you.

PART 1. NYSITELL ELIGIBILITY This information provided below will be used along with other information provided to determine your child's home language and eligibility for the New York State Identification Test for English Language Learners (NYSITELL). Check (V) the box that applies. If another language is used, please specify.

1. What language(s) de	oes the child <u>understand</u> ?					
☐ English	☐ Specify other langu	uage(s):				
2. What language(s) do	oes the child <u>speak</u> ?					
□ English	☐ Specify other langu	uage(s):				
3. What language(s) do	oes the child <u>read</u> ?					
□ English	☐ Specify other langu	uage(s):	Does not rea	ad		
4. What language(s) do	oes the child <u>write</u> ?					
□ English	☐ Specify other langu	uage(s):	Does not wr	ite		
5. What language is sp	oken in the child's home or	residence most of the time?				
☐ English	☐ Specify other langu	uage(s):				
6. What language doe	s the child speak with paren	ts/guardians most of the time	?			
☐ English	☐ Specify other langu	uage(s):	····			
7. What language does	s the child speak with broth	ers, sisters, or friends most of	the time?			
☐ English	☐ Specify other langu	uage(s):	·			
8. What language doe	s the child speak with other	relatives or caregivers (e.g., b	abysitters) most of the ti	me?		
☐ English	☐ Specify other langu	uage(s):	·····			
or each of the followi	ng questions concerning e the child has attended a so	•	ons will be used for ins □ Yes	tructional □ No	planning.	Enter the informa
Where did he	/she go to school?					
How long did	he/she attend school?					
o Hov	w many hours each day?					
o Hov	w many years of school did l	he/she attend?				
Which langua	ge was used for instruction?	?				
Has there eve	r been a time when your ch	ild missed school for an exten	ded time? If yes, please d	escribe.		
2. Has the child atter If YES, answer ques	nded school in <u>another coun</u> stions below:	<u>itry</u> ?	□ Yes	□ No		
Where did he	/she go to school?					
How long did	he/she attend school?					
Which langua	ge was used for instruction?	?				
		e prior to entering school (e.g	., daycare, pre-school)?	□ Yes	□ No	
(e.g., communica	se any other form(s) of co tion board-manual/electror		can Sign Language or A □ Yes	ugmentativ □ No	e Commun	ication Device
	-	these supplementary ques th you in the language of y		nat the NY	C	
		vritten information from the s				
i contract to the contract to						
2. In what language	would you prefer to comm	nunicate orally with school sta	ff?			

Date__



Chancellor's Regulation A-101 Housing Questionaire

Parent/Guardian/Student:

This form is intended to address the McKinney-Vento Act 42 U.S.C. 11435 and must be completed for each student. **The information you provide is confidential.** Your child will not be discriminated against based upon the information provided.

Please complete the following questions regarding the student's housing in order to help determine services the student may be eligible to receive.

<u>Note to Schools/Temporary Housing Liaisons:</u> Please assist students and families in filling out this form. Do not simply include this form in the registration packet, because if the student qualifies as residing in temporary housing, the **student is not required to submit proof of residency** and other required documents that may be part of the registration packet. The district cannot disclose housing status information without parental consent.

Student Name & Information:

Last Na	me	First Name		Middle Name	
OSIS Number	Date of Birth	(MM/DD/YY)	·	School	

Please identify the student's current living arrangements. Please check one box:

Check (√)	Housing Questionnaire Choice	(School Use Only) ATS Code
	Doubled Up - With another family or other person because of loss of housing or as a result of economic hardship	D
	Shelter - Emergency or transitional shelter	S
	Hotel/Motel - Living in what is NOT an emergency or transitional shelter and involves payment	Н
	Other Temporary Living Situation - Trailer park, campground, car, park, public places, abandoned building, street, or any other inadequate living space	Т
	Permanent Housing - Student who is living in a fixed, regular, and adequate housing situation	Р

If the student is NOT living in permanent housing, also indicate if the below applies:

	Unaccompanied Yo guardian	outh - Youth who is not in the physical cu	stody of a parent or	(School Use Only) Enter "Y" if Applicable
Pare	nt/Guardian (print)	– Parent/Guardian Signature	Date	

Please return this form to your child's school as requested.

Note: The answer you give above will help determine what services you or your child may be eligible to receive under the McKinney-Vento Act. Students who are protected under the Act are entitled to immediate enrollment in school even if they do not have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. After the student has been enrolled, the new school must contact the last school attended to request the student's educational records, including immunization records, and Students in Temporary Housing (STH). Liaison(s) must help the student get any other necessary documents or immunizations. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services. Please refer to Chancellor's Regulation A-780.

This form is accompanied by a one-page attachment titled: "McKinney-Vento Homeless Assistance Act – Students in Temporary Housing Guide for Parents & Youth".







Dear Parent or Guardian of _		(enter student name here),
This survey is an important piec	ce of your pre-kindergarten enrollment	package as it provides your new
	our family's language needs. Your ass	
Ü	ase return this form to your school add	U 1
0 0 11	r e	
, a	nd if you have questions, speak with _	at
Thank Van		Student ID:
Thank You		Sinaeni 1D:
	s information will establish what languag	ge is used at home and the language of
instruction requested by the family		
1. Which language(s) do you sp	oeak at home? Please check (√) all th	nat apply:
□ English	□ Urdu	
□ Spanish	□ French	
□ Chinese	□ Korean	
□ Bengali	□ Albanian	
□ Arabic	□ Punjabi	
□ Haitian Creole	\Box Polish	
□ Russian	□ Other, plea	se specify
2.What language does the child <u>u</u>	<u>understand</u> ?	
English 🗆	Other Home Language(s) □:	
3. What language does the child	<u>speak</u> ?	
English 🗆	Other Home Language(s) :	
4. What language does the child	read?	Does not read yet □
English 🗆	Other Home Language(s) :	
5. What language does the child	write?	Does not write yet □
English 🗆	Other Home Language(s) 🗆:	
6. What language is spoken in the	e child's home or residence most of the	time?
English 🗆	Other Home Language(s) :	
7. What language does the child	speak with parents/guardians <u>most of</u>	the time?
English 🗆	Other Home Language(s) 🗆:	
8. What language does the child	speak with brothers, sisters, or friends <u>n</u>	nost of the time?
English 🗆	Other Home Language(s) 🗆:	
9. What language does the child	speak with other relatives or caregivers	(e.g., babysitters) most of the time?
English 🗆	Other Home Language(s) 🗆:	
10.Would you like your child to re	eceive instruction using your home langu	age (if available):
□ All the time	□ Most of the time	$\ \square$ Some of the time



The New York City Department of Education Pre-Kindergarten Language Needs Survey



<u>PART 2. INSTRUCTIONAL PLANNING:</u> Responses to these supplementary questions will be used for instructional planning. Enter the correct response for each of the following questions concerning your child.

p		,
1. Is this your cl	nild's first time participating in an instructional	program or group experience in the U.S.?
□ Yes □	No	
IF NO):	
c	Where did he/she go participate in daycare/preschool/play group?	
b	o. What was the date of enrollment?	
C	. How long did he/she attend?	
C	d. Which language was used for instruction?	
2. Has your o	child participated in an instructional prog	ram or group experience in <u>another country</u> ?
□ Yes □	No	
IF YE	S:	
c	 Where did he/she participate in daycare/ 	preschool/play group?
k	o. How long did he/she attend?	
C	. Which language was used for instruction?	
3. Does your ch	ild have any conditions that require special he	lp or attention in school? □ Yes □ No
IF YE	S, please check all that apply:	
□ He	aring impaired	□ Emotionally impaired
□ Vis	ually impaired	□ Asthma
□ Sp	eech impaired	□ Developmentally Disabled
□ Ph	ysically impaired	□ Other (Please Specify)
IF YE	S, what early intervention has your child receiv	red, if any?
		such as American Sign Language or Augmentative
	on Device (e.g., Communication Board-manual,	/electronic)? □ Yes □ No
IF YE	S: Which ones?	
	T INFORMATION: Responses to these supplenducation can communicate with you in the lange	nentary questions will be used so that the NYC uage of your choice.
1. What is you	r first language?	
Parent/Gua	rdian:	Parent/Guardian:
First languaç	ge:	First language:
2. In what lang	uage would you like to receive written informa	tion from the school?
3. In what lang	uage would you prefer to communicate orally	with school staff?
Parent Signature		Date



The New York City Department of Education Pre-Kindergarten Language Needs Survey



	TO BE COMPLETED BY ENROI	LLMENT OR SCHOOL PERSONNEL ONLY	
Date:	Name of Student/ID:		
Borough:	District:	School:	
	51	D. (D)	
Gender:	Ethnicity Code:	Date of Birth:	
	(form PSE):		
Relationship of person p	providing information for survey (c	heck one):	
☐ Mother ☐ Gu	pardian		
	her (specify):		
If an interview is conduc	ted, in what language is it conduc	ted?	
ls a translator/interpret	er used?		
OTELE Alpha Code			
Potential English Langua	ige Learner?		
Instruction will be provid	led in:		
□ English			
□ Spanish			
□ Other			
□ Both English and the h	ome language of		



Registration Checklist

Be sure to bring the following when you register for school.

Pro	oof of your child's age (child's birth certificate, passport, or record of baptism),
Yo	ur child's immunization records (if available),
Yo	ur child's latest report card/transcript (if available), and
Tw	o (2) of the documents below verifying proof of address:
	Lease agreement, deed, mortgage statement for the residence;
	A residential utility bill (gas or electric) in the resident's name issued by a utility company (such as
	National Grid or Con Edison) — must be dated within the past 60 days;
	A bill for cable television services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days;
	Documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, the federal Office of Refugee Resettlement, the Human
	Resources Administration, or the Administration for Children Services (ACS), or an ACS
	subcontractor, indicating the resident's name and address — must be dated within the past 60 days;
	A current property tax bill for the residence;
	A water bill for the residence — must be dated within the past 90 days;
	Rent receipt which includes the address of residence — must be dated within the past 60 days;
	State, city, or other government issued identification (including an IDNYC card), which has not
	expired and includes the address of residence;
	Income tax form for the last calendar year;
	Official NYS Driver's License or learner's permit, which has not expired;
	Official payroll documentation from an employer issued within the past 60 days, such as a paystub with home address, a form submitted for tax withholding purposes, or payroll receipt (a letter on the employer's letterhead is not adequate) — must include home address and be dated within the past
_	60 days;
	Voter registration documents, which include the name of the parent and the address of residence;
	Unexpired membership documents based upon residency (such as neighborhood residents' association), which include the name of the parent and the address of residence;
	Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers; documents must have been issued within the past 60 days and include name of student and address of residence.

Note for Students in Temporary Housing

Students in temporary housing, as defined by McKinney-Vento, are not required to submit documentation (including address, proof of date of birth, and immunization) in order to enroll. Schools must provisionally pre-register the student and then work with the students in temporary housing DOE contact to obtain documentation.

For Official Use
☐ ES ☐ MS ☐ HS

□GE □SE □ELL



Additional Comments: _

Student Registration Form

To Be Completed by Parent/Guardian:

LAST NAME	FIRST NAME	MI	DDLE NAM	E	ST	TUDENT ID#	
HOME ADDRESS (House number, Street nar	ne, Apt #, City, Sta	ite, ZIP)		HOME (PHON)	E NUMBER	
DATE OF BIRTH (mm/dd/yyyy) AGE GE	NDER (optional) F	PLACE OF BIRT	Ή	НОМЕ	/NATIV	'E LANGUAGE	
NAME, CITY, STATE OF LAST SCHOOL (or cui	rent school)	l				LAST GRADE CO	MPLETED
HEALTH INSURANCE INFORMATION: Does t	he student have h	ealth insurance?)			•	ealth condition tha
\square YES \Rightarrow If YES, what type of coverage is it? \square Priv	vate Health Insurance	e 🗖 Medicaid 🗖 C	hild Health P	lus B			physical activities.
\square NO \Rightarrow If NO, would you like to be contacted abo					☐ Ye	es 🗖 No	
SPECIAL EDUCATION INFORMATION: Does	the student receiv	e special educat	ion service	s?			
☐ YES ➡ If YES, do you have a copy of the Ind	ividualized Educatio	on Plan (IEP)? 🗖	Yes 🗖 No				
□ NO							
arent/Guardian Information							
LAST NAME	FIRST NAME			RE	LATION	ISHIP TO STUDEN	Т
HOME ADDRESS (House number, Street nar	ne, Apt #, City, Sta	ite, ZIP)	PARENT/	GUARD	IAN PRI	EFERRED LANGUA	.GE
,	, , , ,,	, ,	WRITTEN			SPOKEN:	
HOME PHONE NUMBER	WORK/CELL PH	HONE NUMBER		PA	RENT/	GUARDIAN EMAIL	
()	()			' '	,		
`							
o Be Completed by Enrollment Sta	aff:						
Registration (check one):	Disposition:						
□ New							
☐ Re-admit to NYC DOE (less than 1 year) ☐ Re-admit to NYC DOE (longer than 1 year)							
☐ Code 10 Return (If Code 10 Return):		Enrolle	ed School I	Name		_	DBN
☐ Student has current transcript ☐ Transcript request made to out-of —	Referred to:						
New York City school		Sc	chool Nam	e			DBN
Transfer Request (check one):	4)						
☐ Safety	1)						
☐ Medical ☐ Travel (HS only)	2)						
☐ Child Care (ES only)							
☐ Sibling (ES only)	3)						
☐ Other (please specify):							
Notos							
Notes:							
have met with a counselor and understan		d the process fo	r school pl	асетеі	nt. I un	derstand the info	ormation present
one (Cinnet and Parent (Connelling						Date:	
lame/Signature of Parent/Guardian:						Date.	

To Be Completed by Enrollment Staff:

	Documents Presented (Check all that app	oly)
Proof of residence may be verified by any <u>two</u>	of the following:	
 □ Documentation or letter on letterhead from Authority, Human Resources Administration name and address; must be dated within th □ An original lease agreement, deed, or mortg □ A current property tax bill for the residence □ A water bill for the residence; must be date 	gage statement for the residence d within the past 90 days ployer such as a form submitted for tax withholding pu ted within the past 60 days	g the Internal Revenue Service (IRS), City Housing an ACS subcontractor indicating that resident's
Proof of Birth:	sport Other:	
Transcript/Report Card	☐ Doctor's Letter	☐ Agency Letter
Immunization Records	☐ Occurrence Report	☐ Notarized letter from employer
IEP (Individualized Education Program)	☐ Safety Transfer Summary of Investigation	☐ 504 Accommodation Plan
D Parent Affidavit	☐ Safety Transfer Intake Form	☐ Other (Specify:
Non-Parent Custodian Affidavit	☐ Police Report/Docket #	☐ Other (Specify:
Affidavit of Emancipation	☐ Court Documentation	☐ Other (Specify:
Transfer Form ("T-Form")	☐ Notarized letter from child care provider	☐ Other (Specify:
<u>School History</u> : Grade Level, Credits, Tes <u>Entitled Services</u> : Special Education Serv	t scores, Choice Process participation, Regents	-
Entitled Services: Special Education Serv	t scores, Choice Process participation, Regents rices, ELL Services, etc. nent/Contact, Temporary Housing, Foster Care	-
School History: Grade Level, Credits, Tes Entitled Services: Special Education Serv Special Circumstances: Agency Involvem School Interests: Parent Preferences, Ac	t scores, Choice Process participation, Regents ices, ELL Services, etc. ient/Contact, Temporary Housing, Foster Care ademic Interests, Requests	, etc.
School History: Grade Level, Credits, Tes Entitled Services: Special Education Serv Special Circumstances: Agency Involvem School Interests: Parent Preferences, Ac To be completed by Enrollment Counselo Indicate if any court order exists which	t scores, Choice Process participation, Regents rices, ELL Services, etc. nent/Contact, Temporary Housing, Foster Care ademic Interests, Requests r, if applicable:	, etc.
School History: Grade Level, Credits, Tes Entitled Services: Special Education Serv Special Circumstances: Agency Involvem School Interests: Parent Preferences, Ac To be completed by Enrollment Counselo Indicate if any court order exists which	r, if applicable: n affects a parent's access to the student's reco	, etc.
School History: Grade Level, Credits, Tes Entitled Services: Special Education Serv Special Circumstances: Agency Involvem School Interests: Parent Preferences, Ac To be completed by Enrollment Counselo Indicate if any court order exists which Name (first & last):	r, if applicable: n affects a parent's access to the student's reco	ords: