

(items in blue are for office use only)								Information Systems ~ 10/27/22	
Student #	Proof of residency	Birth Record Y or N	Date Reg mm/dd/yy / /	Time	Custody Doc	Immunizations	First Polio (m/d/y)	Imm checked by	Yr ent Gr 9

Rush-Henrietta Central School District ~ Pupil Registration Form

Student Information (Use Legal Name) Please print clearly in black ink.

Last name	First name	Middle name	Gender	Telephone #
Birth Date	Birth City/State/Country	Name and Address of the last school attended/last grade completed		

Has the student ever lived in the Rush-Henrietta school district? (even if school was never attended)	Lived in RH (y or n) Y or N	School attended	Last date in district
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Home Address Information

Street Address	Apt.	City	State	Zip
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Mailing Address (only if different from home address)

PO Box	City	State	Zip
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These questions are intended to address the McKinney-Vento Act 42 U.S.C. 11435.

The answers to this residency information help to determine the services the student may be eligible to receive.

Do you believe that you are living in Permanent Housing? Yes No If you answered NO, where is the student presently living? (Check one box)

In a shelter In a hotel/motel (Days Inn) In a car, park, bus, train, or campsite Other temporary living situation

With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as 'doubled up')

Is this temporary living arrangement due to loss of housing or economic hardship? (for example, eviction or foreclosure) Yes No

Please explain: _____

NOTE: If the student is **not** living in permanent housing, **proof of residency** and other documents normally needed for enrollment **are not required**.

Family Information

Legal Parent(s) Guardian(s):	Siblings
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Legal Parent/Guardian 1		Legal Parent/Guardian 2		List student's siblings to age 18, living at same address as student.		
Full Name				Name	Gender	Birth Date
Title(Mr/Mrs)				School Entering	Grade Entering	
Relationship				Name	Gender	Birth Date
Has Custody	Yes No	Yes No		School Entering	Grade Entering	
Lives w/student	Yes No	Yes No		Name	Gender	Birth Date
Receives Mailings	Yes No	Yes No		School Entering	Grade Entering	
Mailing Address				Name	Gender	Birth Date
City,State,Zip				School Entering	Grade Entering	
Home Phone				Name	Gender	Birth Date
Employer				School Entering	Grade Entering	
Work Phone				Name	Gender	Birth Date
Needs Interpreter				School Entering	Grade Entering	
Email						

Signature:

Legal Parent/Guardian or Student (for unaccompanied homeless youth)



By signing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.

Date

(items in blue are for office use only)								
Date Rec'ds Req	Date Rec'ds Rec	Home School	Placement School	Entry Grade	Entry Date mm/dd/yy	Room/Team	Bus In	Bus Out

Rush-Henrietta Central School District

Confidential Information

Student Information							
Student #	Last Name	First Name	Telephone #	Teacher	Grade		
Address			City	State	Zip		
Birthdate	Gender	Student's Physician		Physician's Phone #			
Contact Information							
The student's Custodial Parents/Guardians are listed below and will be contacted in case of emergency (Call Order: Evaluate all phone numbers and indicate the order in which you want them called, starting with #1.)							
Title	Contact Name	Relationship	Allowed to Pick Up	Preferred Language for Communication	Phone Information		
					Call Order	Phone Number	Type
E-mail:							Home
							Cell
							Work
							Other
					Call Order	Phone Number	Type
E-mail:							Home
							Cell
							Work
							Other
The following people may also be contacted in case of an emergency involving this student:							
Title	Contact Name	Relationship	Allowed to Pick Up	Preferred Language for Communication	Phone Information		
					Call Order	Phone Number	Type
							Home
							Cell
							Work
							Other
					Call Order	Phone Number	Type
							Home
							Cell
							Work
							Other
Family Information							
Please list siblings below:							
Name	Birthdate	Building			Grade		

If I can not be reached the persons named above are authorized to assume responsibility in the event of a serious illness or injury. This responsibility includes signing out/removing the student from school should the need arise. I give the school nurse, teacher, or designee permission to exchange pertinent medical information with my child's physician and emergency medical personnel.

By signing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.

Parent/Guardian Signature

Date

Central Registration
Phone: (585) 359-7957
Fax: (585) 359-7959
www.rhnet.org



Rush-Henrietta Central School District
Webster Learning Center
2000 Lehigh Station Road
Henrietta, NY 14467

Custody Disclosure Form

The Central Registration Office is responsible for registration, **not** responsible for determining custody. If custodial or guardianship issues exist when you register your child in the Rush-Henrietta Central School District, it is your responsibility to provide custodial documentation to the Central Registration Office and a copy will be forwarded to your child's school principal. **NOTE:** A copy of the current court order as to custody is required to ensure compliance.

Information on Rights of parents from the Family Education Rights and Privacy Act (FERPA) An educational agency or institution shall give **full rights** under the Act of both parents, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation or custody that **specifically revokes these rights.**

(Authority: 20 U.S.C. 1232g)

Please check all that apply:

- ☐ Both parents are residing at the same residence
- ☐ Single parent (father and mother **are** listed on the birth certificate)
- ☐ Single parent (father is **not listed** on the birth certificate)
- ☐ Parent/guardians divorced/separated
- ☐ Parents have never been married and have no legal custody papers
- ☐ Parent is remarried with a step-parent in the house
- ☐ Custody/Guardianship was granted by the courts (date _____, copy attached)
- ☐ Custody/Guardianship proved by affidavit (date _____, copy attached)
- ☐ **Restricted pickup (legal documentation must be provided)** _____
- ☐ Foster Care arrangement
- ☐ Parent deceased
- ☐ Student is emancipated (legal documentation must be provided)

Child's primary residence is with _____

I understand as guardian that it is my responsibility to update my child's school principal of changes in custody.

Student Name (please print): _____

Signature of Parent/Guardian _____ Date _____

By signing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.

Parker Administration Building
2034 Lehigh Station Road
Henrietta, NY 14467
Fax: (585) 359-5045



Dr. Barbara A. Mullen
Superintendent of Schools
bmullen@rhnet.org
Phone: (585) 359-5000

Parental Rights Regarding Student Information & Educational Records

Dear Parent/Guardian or Student:

This is to advise you of your rights with respect to the school's records relating to (your son) (your daughter) (you) pursuant to the Federal "Family Educational Rights and Privacy Act (FERPA) of 1974."

Parents/guardians of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to the student, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious behavior patterns.

A parent/guardian of a student under 18 years of age or a student 18 years of age or older shall make a request for access to a child's (his/her own) school records, in writing, to the principal of the building to which such student is assigned. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but no more than 30 days after the request has been received.

If information contained in the student's record is believed to be inaccurate or misleading, that parent or eligible student should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested, the parent or eligible student will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents/guardians or students without the written consent of such parents/guardians or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain State and Federal officials, who have a legitimate educational need for access to such records in the course of their employment. In addition, the district will disclose, upon request, education records to officials of another school district in which a student seeks or intends to enroll.

Further, under the provisions of FERPA, directory information may be released by the district without parental consent. Directory information includes a student's name, parents' names, address, telephone number, date and place of birth, e-mail address, photograph, grade, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and most recent previous school attended. It is the practice of the district to release such information only to colleges and other post-secondary education institutions, and military recruiters. The release of directory information to the media shall be for the sole purpose of reporting upon or promoting a district activity and shall not include addresses and telephone numbers. If a parent/guardian does not wish to have some or all of the directory information released by the district, he/she must notify the building principal in writing within 10 school days of the time this letter was issued.

Sincerely yours,

A handwritten signature in black ink that reads 'Barbara Mullen'. The signature is fluid and cursive, with the first name 'Barbara' and last name 'Mullen' clearly distinguishable.

Superintendent of Schools



Student Racial and Ethnic Identification

To the Parent/Guardian:

School districts are required to follow federal standards for collecting and reporting race and ethnicity of students. This information will be used to:

- Report information to the New York state and federal education departments.
- Plan educational programs and make sure that they are readily available to all students.
- Analyze differences in academic performance, attendance and completion of school.

We need your help in order to accomplish this task. Please review the Racial/Ethnic definitions on the back of this page. Put a check (✓) in the box for the category or categories which best describe your child. The Rush-Henrietta Central School District understands the sensitive nature of this information and wishes to assure you that it will be kept secure and confidential in accordance with all New York state and federal student privacy laws and regulations. If the information requested is not provided on this form on behalf of your child, a student records officer from the school or district will be required to identify the group to which the student appears to belong, identifies with, or is regarded in the community as belonging.

Thank you for your cooperation.

CONFIDENTIALITY PROCEDURES AND REGULATIONS

To School Staff: This form will be filed in the student's permanent record as confidential information.

To the Parent/Guardian: The information which you have provided on this form is confidential. It is protected by the Confidentiality Regulations cited below.

The Family Educational Rights and Privacy Act (1974) prohibits unauthorized access to student records and unauthorized release of any student record information identifiable by either student name or student identification number.

Please complete the form on the reverse side of this page.



Rush-Henrietta Central School District Student Racial and Ethnic Identification

All students between 5 and 21 years of age have the right to a free public education. Children may not be refused admission because of race, color, creed or national origin, sex, citizenship, handicapping condition, or immigration status.

Student ID Number

Student Name (Last, First, Middle)

Name of School

Date of Birth (mm/dd/yyyy)

Grade Level

**DIRECTIONS TO THE PARENT/GUARDIAN: PLEASE ANSWER QUESTIONS (1) AND (2) BELOW.
PLEASE READ BOTH QUESTIONS BEFORE YOU RESPOND.**

QUESTION 1

For question 1, check (✓) the box that best describes your child.

Check (✓) only ONE box.

Is the student Hispanic, Latino, or of Spanish origin? Hispanic, Latino, or of Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

YES, Hispanic

NO, not Hispanic

QUESTION 2

Select one or more races from the following five racial groups.

For question 2, check (✓) all groups that apply to your child.

Check (✓) at least ONE box.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Black or African American: A person having origins in any of the Black racial groups of Africa.

White: A person having origins in any of the peoples of Europe, North Africa, or the Middle East.

Signature of Parent/Guardian/Other

Date

By signing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.

Relationship to Student (please check one box below):

Mother

Father

Guardian

Other (Specify): _____

**See reverse side for important message to Parents/Guardians and
Confidentiality Procedures and Regulations.**



Supplemental Information Form - UPK

Has your child been referred to the Committee for Special Education (CPSE)?

*see note below

Yes No

Does your child have an Individual Education Plan (IEP)?

Yes No

Has your child received additional services for:

Speech SEIS Physical Therapy
Occupational Therapy

Other:

Student Name

Parent/Guardian Signature

Date

By signing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.

Office Staff Verified in Frontline

Note: Every Rush-Henrietta parent or person in parental relation has a right to the referral and evaluation of their child for the purposes of special education services or programs. Please visit the district website www.rhnet.org for more Special Education information.