

Enrollment Checklist

Enrollment packet and all required records/documents must be turned in to complete registration.

1) The following forms must be completed in the Enrollment Packet:

- ____ Student Enrollment Form
- ____ Home Language Survey
- ____ Louisiana Student Residency Questionnaire Form
- ____ Parent/Student Contract
- ____ Health Information
- ____ Additional Services Checklist
- ____ Student Records Release Authorization
- ____ Chromebook Permission Form

2) The following records are required to secure your spot(if applicable):

- ____ Birth Certificate
- ____ Social Security Card (Optional)
- ____ Photo identification of at least one parent/guardian
- ____ Up to date Immunization record
- ____ Proof of residency (electricity bill, etc)
- ____ Custody documentation (if applicable)

3) The following records must be submitted as soon as they are available(if applicable):

- ____ Student withdrawal form (due at end of the school year)
- ____ Final report card & attendance record (due at end of the school year)
- ____ Latest State Test Scores
- ____ Most recent discipline records
- ____ Exceptional Student Services Documentation IEP
- ____ 504 IAP and Supporting Documents



		STUDENT	ENROLLMENT FC	0RM		
		Stuc	lent's Information			
First Name	Middle Name	Last Name	Gender	1	Ethnicity	
			()Male	()Male ()Female ()Yes ()No Is the student Hispanic o		r Latino?
Date of Birth	Country of Birth	SSN Number	Current (Before App		Race	
					() Amorican Indian or Alaskan N	lativo
	Hor	me Address	()American Indian or Alaskan Native ()Asian		Native	
Street					() Black or African American	
Apt/Suite			() Native Hawaiian or Other Pac Island () White			c Islander
City, State, Zip						
Student lives	with: (Check One)		() Mother	()Father ()Both	1 ()Other:	
		Previo	ous Schools Attended			
School	Last Attended	Years Attended	Date of Last (Month		District/Parish Name	Phone Number
Previous	School Attended	Years Attended	Date of Last (Month		District/Parish Name	Phone Number
			(1101121	, 10ar)		Humber
Has applicant ever ski	pped a grade	()Yes ()No Which grade(s) and why?				
Has applicant ever been retained? ()Yes (()Yes ()No	Which grade(s) and why?			
Has applicant ever bee asked not to return to	en expelled, suspended or a school	()Yes ()No	[]No If yes, please explain			
		-	/Guardian Informatio			
		Т	(Guardian) Informat	ion		
First Name	Middle Name	Last Name	E-mail Address		Phone Number	
	Street		Apt/Suite		City, State, Zip	
		Father's ((Guardian) Informati	ion		
First Name	Middle Name	Last Name	E-mail Address		Phone Number	
	Street		Apt/Suite		City, State, Zip	
			n with whom studen	it lives	1	
First Name	Middle Name	Last Name	E-mail Address		Phone Number	
Relationship	Stree	et	Apt/Suite		City, State, Zip	

		Other Information		
Name(s) and grade level(s) of other siblings at KS	Т			
How did you hear about KST?	()Brosh	nure received in the n	., ,	oard Ad ()Friend & Family Referral ()Other
	Name		Relationship	Phone
	Name		Relationship	Phone
Person(s) authorized to pick up your child	Name		Relationship	Phone
	Name		Relationship	Phone
	Name		Relationship	Phone
Choose One I/WE, THE UNDERSIGNED, HEREBY CERTIFY TH. AND STATEMENTS MADE BY ME/US IN THIS . OMISSIONS, OR MISREPRESENTATIONS OF FAC MY CHILD AGREE TO FOLLOW THE RULES OF K NOTICE: FALSIFYING INFORMATIC	DISPLAY, PUH AND/OR TE AT, TO THE BEST O APPLICATION ARE IS MAY RESULT IN ENILWORTH SCIEJ	BLICATION, VIDEO, W LEVISION STATIONS F MY/OUR KNOWLE COMPLETE AND ACC REJECTION OF THIS NCE AND TECHNOLO	EBSITES, OR BY OTH I ALSO AGREE THAT LIMITATIONS DGE AND BELIEF, THI CURATE. I/WE UNDER APPLICATION OR FU GY CHARTER SCHOOI	E ANSWERS TO THE FOREGOING QUESTIC SSTAND THAT ANY FALSE INFORMATION, TURE DISMISSAL OF THE APPLICANT. I AI L AS STATED IN THE STUDENT HANDBOO
Name		Signature		Date
Kenilworth Science and Technology Char religion,disability, academ		not discriminate ir		on gender, national origin, ethnicity

Primary/Home Language Survey for All New Incoming Students

Parents or guardians of ALL new incoming students K-12 should complete this survey. This form is only for determining whether the student needs English Learner services and will not be used for immigration matters or reported to immigration authorities.

Student Inform	nation:		
First Name:		Date of Birth:	

Last Name:

_ Date Entered US School: ____

Questions for Parents or Guardians	Response
What is the most common language(s) spoken in your home?	
Which language did your child learn first?	
Which language does your child use most often at home?	
In what language do you most often speak to your child?	
What language does your child use with friends?	

The answers to the above questions will tell us if a student's proficiency in English should be evaluated and help us to ensure that important opportunities to receive programs and services are offered to students who need them.

Has your child received ESL/EL services previously?	Yes No
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In what language would you prefer to receive information from the school?

Parent's or	Guardian's	Signature
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Date

Updated 07/2021



(Form Must Be Included In School Enrollment Packet)

Date: LEA:	School Name:	
Student Name:	ID#:	Gender: Male / Female
Address:	Telephone Num	nber:
Last School Attended:	Current Grade:	Date of Birth:
Parent / Guardian / Adult Caring for Student:		Relationship:

Disclaimer: This questionnaire is intended to address the McKinney-Vento Act. Your child may be eligible for additional educational services through Title I Part A, Title I Part C Migrant, Individuals with Disabilities Education Act (IDEA) and/or Title IX, Part A, Federal McKinney-Vento Assistance Act, 42 U.S.C.11435. Eligibility can be determined by completing this questionnaire. <u>It is illegal to knowingly make false statements on this form</u>. If eligible, students are to be immediately enrolled in accordance with Bulletin 741, section 341.

- 1. TYES INO Did the student receive McKinney Vento (Homeless) Services in a previous school district?
- 2. DYES D NO Is the student's address a temporary living arrangement? (Note: If this is a permanent living arrangement or the family owns or rents their home, sign under item 9 and submit form to school personnel.)
- 3. **DYES D** NO Is the temporary living arrangement due to loss of housing or economic hardship?
- 4. TYES INO Does the student have a disability or receive any special education-related services? (Check one)
- 5. Where is the student currently living? (Check all that apply.)

□In an emergency/transitional shelter.

Temporarily with another family because we cannot afford or find affordable housing.

□With an adult that is not a parent or legal guardian, or alone without an adult.

In a vehicle of any kind, trailer park or campground without running water/electricity, abandoned building or substandard housing.

Emergency Housing (i.e. FEMA Trailer or FEMA Rental Assistance)

□In a hotel/motel. □ Other specific information:_

- 6. TYES INO Does the student exhibit any behaviors that may interfere with his or her academic performance?
- Would you like assistance with uniforms, student records, school supplies, transportation, other? (Describe): _____
- 8. TYES INO Migrant Have you moved at any time during the past three (3) years to seek temporary or seasonal work in agriculture (including Poultry processing, dairy, nursery, and timber) or fishing?
- 9. I YES I NO Does the student have siblings (brothers or sisters)? Note: Use back of page if more space is needed.

Name	_ School	_Grade	_ DOB
Name	School	Grade	DOB
Name	School	Grade	DOB

10. The undersigned certifies that the information provided above is accurate.

Print Parent/Guardian/Adult Caring for Student's Name		Signature	Date	Date	
(Area Code) Phone Number	Street Address	City	State	Zip Code	
	Title	Signature	Date		
Sheltered 🗆 Doubled-Up 🗆 U	<u>Liaison Use Only</u> – Check nsheltered/FEMA/Substa		Unaccompanied Youth: 🗆 YES 🗆] NO	

□ Sheltered □ Doubled-Up □ Unsheltered/FEMA/Substandard □ Hotel/Motel School Use Only: □ Free or Reduced Price Meals Form submitted/signed

Copy Placed in Student's Cumulative Record



PARENT/STUDENT CONTRACT

Because you have chosen Kenilworth Science & Technology (KST), we anticipate that you will accept the rights of members of our community and your responsibilities to them. We ask you carefully read over, initial and sign the contracts on this page, and as the year unfolds, do your best to behave in ways that will enhance your own and other's ability to learn.

Student's Commitment

- I will follow the requirements of the KST Student Handbook.
- I will set my goal to go to a college.
- I will come to class on time with all necessary materials and supplies.
- I will come to school every day dressed appropriately in my uniform according to the handbook uniform policy.
- I will attend 100% of each class. I am aware that missing 10% of class/school will result in a failing class/grade.
- I will not bring any forbidden items to school such as cell phone, mp3 player, etc... I understand that KST has a right to keep the item until the end of school year. School will not be responsible for lost or stolen devices.
- I will make good use of class time, asking permission to speak, doing my best on school work, turning in complete assignment and homework on time, and letting others do their work.
- I will ask for help, in a courteous way, and at an appropriate time when I need it or do not understand.
- I will show careful regard for my property and the property of others, asking permission to borrow others' things and returning them promptly in a good condition.
- I will show respect for myself and others, showing consideration for others' rights and feelings, not using profanity, intimidation, threats or uncomplimentary names for myself, fellow students, and all those who work at the school, guests, or families of KST school community.
- I will be careful not to hurt myself or others physically by walking safely, not touching others, not fighting, not bringing any contraband to school, and not leaving school grounds without permission.

Parent/Guardian's Commitment

- I/We will make sure that my/our child attends 100% of each class. I am aware that missing 10% of class/school (excused or unexcused) will result in failing class/grade and be subject to truancy by State Law.
- I/We will see that my/our child comes to KST every day on time.
- I/We will purchase uniforms for my child from KST, and ensure my child abides by the Dress Code according to the handbook uniform policy.
- I/We will make sure that my/our child attends after-school programs, such as tutoring or mentoring, and Saturday tutoring/detentions when assigned.
- I/We will communicate with teachers and administrators by attending parent conferences and mandatory meetings and by keeping student's contact information up to date.
- I/We understand that, it is my/our responsibility to get information about our child's academics, attendance, and discipline on a regular basis from the homeroom teacher or front office.
- I/We understand that our child must follow the rules, as set forth in the KST Student Handbook, so as to protect the safety, interest, and the rights of all individuals at school.



- I will attend monthly meetings of Parent Teacher Organization (PTO).
- I/We will provide volunteer services to the school.
- I/We will help my/our child to learn not to fight or bully in school, whatever the circumstances are.
- I/We will make sure that my child will be at the bus station before the school bus comes by and if he/she misses the bus, I/We will provide transportation for my/our child to the school.
- I/We will provide transportation to and from school for my child, whenever necessary such as after school tutoring, after school detention, Saturday tutoring or Saturday detention.
- I/We understand that our child cannot bring any forbidden items to school such as cell phone, mp3 player, etc... I/We understand that KST has a right to keep the item until the end of school year. School will not be responsible for lost or stolen devices.
- I/We as parents/legal guardians authorized Kenilworth Science & Technology Charter School, Pelican Educational Foundation, and the Louisiana State University College of Education to use photographs and audio/video/recordings of my child, taken during educational activities and events related to the school and LSU College of Education programs.
- I/We release KST of all liability concerning injury while my student is participating in recess or while waiting outside before or after school or while attending field trip.
- I/We consent to my child receiving first aid treatment provided by school nurse.
- I/We understand that my child must comply with the rules regarding the school Library and Classroom libraries. A child may check 2 books out at a time from the Library for a 2 week (10 day) period of time. I understand a 10 cent late fee is charged per day for book(s) not returned on time. If a book is damaged or lost, the child is responsible for replacing or paying for the cost of the book.
- I/we permit my child to use the Library computers containing internet access without my supervision and will not hold KST responsible for the contents of the Internet. I understand that if my child refuses to follow the Computer Guidelines, he or she may be prohibited from future use of the Library computers.

I/We understand that by not fulfilling my/our contractual obligations to the school and to my child, this may result to be taken a disciplinary action according to the KST student handbook.

Together we can make a difference!

Student's Name	Student's Signature	Date
Parent/Guardian's Name	Parent Guardian's Signature	Date

STATE OF LOUISIANA

HEALTH INFORMATION

TO BE COMPLETED BY PARENT/LEGAL GUARDIAN EACH SCHOOL YEAR

PART 1: PARENT OR LEGAL C development of an Individual H				
Name of School:			Grade:	
Student's Name: La	ast	First	:	M.I.
Student's Date of Birth:		Sex: M F	State or Country of	f Birth:
Student's Mailing Address:		City:	State:	Zip Code:
Student's Physical Address:		City:	State:	Zip Code:
Name of Mother or Legal Guardian:	Home Phone:	Work Phone:	Cell Phone: ()	Employer:
Name of Father or Legal Guardian:	Home Phone:	Work Phone:	Cell Phone: ()	Employer:
Name of child's pediatrician or pr	imary care provider:	Names of medic	al specialists or spec	ial clinics caring for your child:
Parent or Legal Guardian Signatu Please check the type of health in		nas: Private	Medicaid/La	Date None
If your child does not have health				
In case of emergency—if parent on Name	or legal guardian can	not be reached—cont	act the following: Complete Phone Nu	
My child has a medical, mental, c please complete Part 2.)	or behavioral conditio	n that may affect his/h	her school day:	No Yes (If yes,
PART 2: COMPLETE ALL BOX with any medication and may be resp	oonsible for providing th	ne school with any specia	al food or equipment the	
the school day. Check with the scho	of nurse to obtain corre	ect medication and proce	dure forms.	
Allergy Type:				
Food (list food(s)) Insect sting (list insect(s))				_
Medication (list medicatio	n(s))			
Other (list) Reactions: (Date of last occurren	ce if ves.)			
Coughing (Date:)	Hives (Date:	<u>)</u>	Rash <u>(Date:</u>)
Difficulty breathing <u>(Date:</u> Generalized swelling <u>(Dat</u>		Local swelling <u>(Date</u> Nausea <u>(Date:</u>		Wheezing (<u>Date:</u>) Other (<u>Date:</u>)
Currently prescribed medication	ons and treatments:	-		
Oral antihistamine(Benad	ryl, etc.)	Epi-pen	Other	
ASTHMA Triggers: Environmental (i a tabacca dust na	ets, pollen, etc.) (list)		Other (list)
Does your child experience asthr Symptoms:			Yes	
Chest tightness, discomfor Currently prescribed medication		Ity breathing Coug	hing Wheezing	Other
Date of last hospitalization related	d to asthma	Date of last	emergency room visi	it related to asthma
Does your child have a written as	thma management p		Yes	
Is peak flow monitoring used?	No Yes			

 DIABETES Currently prescribed medications and treatments: Insulin: Syringe Pen Pump Blood sugar testing Glucagon Oral medication(s) List medication(s) Is special scheduling of lunch or Physical Education required? No Yes
Insulin: Syringe Pen Pump Blood sugar testing Glucagon Oral medication(s) List medication(s) Is special scheduling of lunch or Physical Education required? No Yes
Is special scheduling of lunch or Physical Education required? No Yes SEIZURE DISORDER
Type of seizure: Absence (staring, unresponsive) Complex Partial Generalized Tonic-Clonic (Grand Mal/Convulsive) Other (explain)
Date of last seizure Length of seizure
OTHER HEALTH CONDITIONS
Anemia ADD/ADHD Cancer Cerebral Palsy Chicken Pox Cystic Fibrosis Depression Digestive disorders Emotional/Psychological Juvenile Rheumatoid Arthritis Hemophilia Heart condition Physical disability Sickle Cell Disease Skin disorders Speech problems Other (explain)
Medication(s): No Yes List medication(s)
Special procedures required (i.e., catheterization, oxygen, gastrostomy care, tracheostomy care, suctioning): No Yes (explain): Presided intermediate careful law father liquid complement): No
Special diet required (i.e., blended, soft, low salt, low fat, liquid supplement): No Yes (explain):
Are there anticipated frequent absences or hospitalizations? No Yes (explain):
VISION CONDITIONS HEARING CONDITIONS
Contacts/glasses Hearing aid(s) Other Other
ENVIRONMENTAL ADJUSTMENTS DUE TO A HEALTH CONDITION
Special school environmental adjustments of the school environment or schedule: No Yes (explain):
(i.e., seizures, limitations in physical activity, periodic breaks for endurance, part-time schedule, building modifications for access) Special school environmental adjustments to classroom or school facilities: No Yes (explain):
(i.e., temperature control, refrigeration/medication storage, availability of running water) Special safety considerations: No Yes (explain): (i.e., special precautions in lifting, positioning, special transportation emergency plan, special safety equipment, special techniques for positioning, feeding)
Special assistance with activities of daily living: No Yes (explain):
PART 3: SCHOOL NURSE TO COMPLETE if parent/legal guardian indicates medical condition.
School Nurse Signature Date Notes:

RETURN COMPLETED FORM TO SCHOOL NURSE/HEALTH OFFICE AS SOON AS POSSIBLE

Special Programs

Please complete the following questions, so that we can be best prepared to support your child on the first day of school.

Does your child have any of the following? Please check yes or no.		No
Gifted or Talented IEP (Students with a gifted or talented IEP will have undergone testing and evaluation to determine their need for enrichment services.)		
If yes, please list the area(s) in which they have been identified as gifted and/or talented		
Special Education IEP (Students with a Special Education IEP will have undergone testing and evaluation to determine their need for support services. These students may be receiving Inclusion, Resource, Self-Contained, and or Speech Services.) If yes, please list their exceptionality here If yes, please circle the support services your child qualifies for: Inclusion Resource Self-Contained Speech Occupational Therapy Physical Therapy Counseling Adaptive Physical Education Other		
Section 504 Plan/IAP (Students with a Section 504 plan, also known as an IAP, have accommodations to support their academic, emotional or physical needs.) If yes, please list their disability here		
If you checked yes to any of the boxes above, does your child require <u>supports to access</u> <u>their physical environment</u> such as wheelchair accessible materials or an enlarged screen to view school work? If yes, please specify the necessary supports here		

If you checked "yes" in any of the boxes above, please submit a copy of the IEP or IAP/504 plan.

Does your child require English Language Services? Please check yes or no.		No
English Language Services (Students who require English Language Services typically live in a home where English is not the primary language. Students can test out of these services after scoring proficient on the ELPT test.)		



Student Records Release Authorization

Student Information		
Student's Full Name:		
Student's Date of Birth:	Home Phone:	
Student's Address:		

Prior School	Information
Name of Prior School:	
School's Address:	
School's Phone:	School's Fax:

Au	thorization Signature
Name of Parent/Guardian:	
Signature:	Date:
, , , , , , , , , , , , , , , , , , , ,	permission to release all records from his/her school to cience & Technology Charter School

Send student records to:
School Admission
Kenilworth Science & Technology Charter School
7600 Boone Ave
Baton Rouge, LA 70808
or
Fax to: (225) 767-9061



Google Apps for Education & Chromebooks Permission Form

With an ever-evolving technological world around us, we want our students to be prepared and equipped with the skills necessary to be successful in today's society. Kenilworth is offering an online service for its students called Google Apps for Education and the opportunity to use Chromebooks. Google Apps for Education is an internet based group of tools similar to Microsoft Office which will allow students to create and store documents, access information, study, and collaborate with students and teachers through the internet. Students can access Google Apps for Education while at school, but students can also access the online service outside of school from anyplace that they have access to the internet. Google provides Google Apps for Education free to educational institutions such as Kenilworth, and the online service is used by thousands of K-12 schools and major universities throughout the nation. The Google Apps for Education homepage can be found at http://www.google.com/enterprise/apps/education/. With the use of these tools, we must also ensure that our students are being safe digital citizens and following school guidelines.

While using the Chromebooks and Google for Education Apps, students should adhere to the following guidelines:

- <u>Respect Yourself</u>: I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- <u>Protect Yourself</u>: I will ensure that the information, images, and other media that I post online will not put me at risk. I will not publish my personal details, contact information, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- <u>Respect Others</u>: I will show respect to others by not using electronic ways to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not enter other people's private spaces or areas.
- **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

***If your child damages a Chromebook in any way, the parent is responsible for paying a fine of \$50. Should a student owe this fine, they must pay it before receiving their final report card.

These are the laws and policies that help to protect our students online:

Family Educational Rights and Privacy Act (FERPA): FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. --FERPA – http://www.ed.gov/policy/gen/guid/fpco/ferpa

Children's Online Privacy Protection Act: (COPPA) COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Bloomfield Hills presence in Google Apps for Education. No personal student information is collected by Google for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. Student information that is "collected" by Google is described as (projects, documents, email, files, username and password). --COPPA – http://www.ftc.gov/privacy/coppafaqs.shtm

Child Internet Protection Act (CIPA): The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student internet access is filtered.



By signing below, I confirm that I have read and understand the following: Under FERPA and corresponding Louisiana law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and KST by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google. I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (http://www.google.com/a/help/intl/en/edu/privacy.html).

I understand that I may ask for my child's account to be removed at any time.

_____ YES, I give permission for my child to be assigned a full Kenilworth Google Apps for Education account. This means my child will receive an Google account, access to Chromebooks, Google Docs, Calendar, and Sites.

_____ NO, I do not give permission for my child to be assigned a full Kenilworth Google Apps for Education account. This means my child will NOT receive an account or access to Chromebooks, Google Docs, Calendar, and Sites.

Do you have a reliable internet connection accessible at home?	Yes	No		
Does your child have a personal computer available at home to c	lo school v	vork?	Yes	No

Student Name: (Print)	

Parent/Guardian Signature:____

Date:_____

Please sign and return this form with the rest of the enrollment packet.