

## Enrollment Checklist for Parents/ Guardians 2021-2022

Name \_\_\_\_\_

- Birth Certificate \*Original copy with seal  
(*hospital certificates will not be accepted*)
  
- Enrollment Form
  - School
  - Kindergarten
  
- Home Language Survey
  
- Health Forms
  
- Race/Ethnicity Data Form
  
- Student Information Card
  
- Residency Forms \*
  - Category I (one)
  - Category II (two)

\*All originals will be returned

# RONDOUT SCHOOL DISTRICT #72 ENROLLMENT FORM

## Student Information

Students Legal Name \_\_\_\_\_ Gender:  M  F  
(First Name, Middle Name, Last Name)

Preferred Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Entering in Fall)

Home Address: \_\_\_\_\_  
(Street, City, State, Zip)

Mailing Address (if different): \_\_\_\_\_  
(Street/PO Box, City, State, Zip)

## Parent Information

**Mother:** \_\_\_\_\_ Employer: \_\_\_\_\_  
(First Name, Last Name)

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

Email: \_\_\_\_\_

Mother's Mailing Address: \_\_\_\_\_  
(If different than students) (Street/PO Box, City, State, Zip)

Mother's Maiden Name (required by the State of Illinois): \_\_\_\_\_

Place of Birth (City, State, Country - required by the State of Illinois): \_\_\_\_\_

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**Father:** \_\_\_\_\_ Employer: \_\_\_\_\_  
(First Name, Last Name)

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

Email: \_\_\_\_\_

Father's Mailing Address: \_\_\_\_\_  
(If different than students) (Street/PO Box, City, State, Zip)

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For Office Use Only  
Enrollment Start Date \_\_\_\_\_  
Birth Certificate \_\_\_\_\_  
Residency: Category I \_\_\_ Category II \_\_\_

Home Language Survey \_\_\_\_\_

**Legal Guardian:** \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
(If other than mother or father)

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guardian Mailing Address: \_\_\_\_\_  
(Street/PO Box, City, State, Zip)

**Custody/Family Member Information**

Who does the child live with?  Both parents  Mother  Father  Stepmother  
 Stepfather  Other (please specify) \_\_\_\_\_

If the Court has awarded legal custody, please indicate to whom: \_\_\_\_\_  
A copy of the court order must be on file with the school.

Is there a second parent/guardian who should receive school mailings? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please provide name and mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all siblings:  
Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

**Previous School Information**

Complete this section only if your child is new to District #72. Include preschool information if your child is entering Kindergarten.

Previous School Attended: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street, City, State, Zip)

Grade: \_\_\_\_ Last Date of Attendance: \_\_\_\_ School Phone: \_\_\_\_\_

Has this student received any supportive services? (Please check all that apply)

- IEP (Special Ed)  504 Plan  ELL/Bilingual  Early Intervention
  - Other \_\_\_\_\_
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Dear Parent or Guardian:

In fall 2007, the U.S. Department of Education issued new guidance on the collection and reporting of race and ethnicity data for public school students and staff. The guidance implements new federal race and ethnicity categories that were developed to obtain a more accurate picture of the nation's diversity. The new data collection process requires respondents to answer a two-part question, indicating ethnicity first and then one or more of five races.

The Illinois State Board of Education will use the new categories starting with data to be reported for the school year. This requires school districts to re-identify race and ethnicity for all students. The identification is to be done by parents and guardians. If a student's parents or guardians decline to indicate race and/or ethnicity, observer identification by school district staff is required.

The new race and ethnicity data will be used in the same manner as previously collected data, e.g. in reporting and analyzing test results by race and ethnicity. The information will not be used to check immigration status, and the confidentiality of individual student information will be protected.

Attached is the form that parents or guardians need to complete to identify race and ethnicity for their children. Please complete one form per child and be sure to answer both parts of the two-part question. Return the completed form to your child's school with the registration forms.

Thank you for your cooperation in providing the needed data.

Sincerely,

Dr. Jenny Wojcik, Ph. D.  
Superintendent  
Rondout School District #72

## Race/Ethnicity Data Collection Form

INSTRUCTIONS: This form is to be filled out by the student's parents or guardians, and both questions must be answered. Part A asks about the student's ethnicity and Part B asks about the student's race. If you decline to respond to either question, the school district is required to provide the missing information by observer identification.

Student's Name: \_\_\_\_\_

**Part A. Is this student Hispanic/Latino?** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

**Choose only one.**

- No, not Hispanic/Latino**
- Yes, Hispanic/Latino**

**Part B. What is the student's race?**

**Choose one or more (if applicable).**

- 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.)
- Black or African American** (A person having origins in any of the black racial groups of Africa.)
- Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

## Home Language Survey

The state requires the district to collect a Home Language Survey for every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need to be assessed for English language proficiency.

Please answer the questions below and return this survey to your child's school.

Student's Name: \_\_\_\_\_

1. Is a language other than English spoken in your home?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", what language? \_\_\_\_\_

2. Does your child speak a language other than English?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", what language? \_\_\_\_\_

***If the answer to either question is yes, the law requires the school to assess your child's English language proficiency.***

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## **Residency Requirements**

Parents/Guardians must present proof of residency within Rondout School District 72 in order to complete the enrollment process. You must provide the required number of documents from each category. Please circle the document you will be providing.

### Category I (One document required)

Most recent property tax bill and proof of payment (canceled check or Form 1098 for homeowners)

Mortgage papers

Signed and dated lease and proof of last month's payment (canceled check or receipt)

Affidavit of Residency

### Category II (Two documents showing address required)

Driver's license

Vehicle registration

Voter registration

Most recent cable or credit card bill (address section only)

Current public aid card

Current homeowners/renters insurance policy and premium payment receipt

Most recent gas, electric, or water bill (address section only)