

HEBRON SCHOOL DISTRICT SCHOOL REGISTRATION FORM

TO BE FILLED OUT BY STUDENT'S PARENTS, GUARDIANS, OR PERSONS WITH WHOM THE STUDENT LEGALLY RESIDES. PLEASE PRINT AND
FILL OUT FORM COMPLETELY.
COMPLETING THIS FORM DOES NOT MEAN THE STUDENT IS ENROLLED OR MAY BEGIN ATTENDING CLASSES. YOU WILL SOON BE
NOTIFIED AS TO WHETHER THIS STUDENT HAS BEEN ENROLLED.

Legal Name of Student (Last, First, Middle) Social Security Number (Voluntary)

 Residential Address City Zip Code

 Mailing Address City Zip Code

 Home Phone Number Date of Registration

 Birthplace Date of Birth Sex: M, F or Non-Binary Age

 Transferring From (Name of School) Address of School

 Military Family (y/n) Migrant (y/n)

 Immigrant Status (y/n) (not born in USA & have not attended school in any one or more States for more than 3 full academic years.)

 Native Language: By parents By child English Language Learner: (y/n)

 Gifted and Talented: (y/n) Special Education: (y/n) Section 504: (y/n)

 Eligible for Free/Reduced Lunch: Free (y/n) Reduced (y/n)

Race or Ethnic Background: **Please check all that apply.**

American Indian/Alaskan Native Asian Black Hispanic/Latino White Native Hawaiian/Other Pacific Islander

Check here if student does not reside with at least one parent or is an emancipated minor.

 Child is: Natural Foster Adopted Relative

 If student has repeated a grade, please indicate which grade: _____

 Family Status: Married Divorced Remarried Single Separated Widowed

 Hebron requires proof of Residency. Evidence presented: Utility Bill Rent Receipt Mortgage

PARENT/GUARDIAN/FAMILY INFORMATION

 Parent(s) Guardian(s) /Person(s) with whom the student legally resides:

| | |
|------------------------------------|--------------------------------|
| _____ Full Name (Father) | _____ Occupation |
| _____ Address | _____ Home Phone Number |
| _____ e-mail address | _____ Work Phone/Cell Phone |

| | |
|------------------------------------|--------------------------------|
| _____ Full Name (Mother) | _____ Occupation |
| _____ Address | _____ Home Phone Number |
| _____ e-mail address | _____ Work Phone/Cell Phone |

 Other children in family (names and birthdates):

| | | | |
|-----------------------|------------------------|-----------------------|------------------------|
| _____ Child's Name | _____ Date of Birth | _____ Child's Name | _____ Date of Birth |
| _____ Child's Name | _____ Date of Birth | _____ Child's Name | _____ Date of Birth |

 If there is any other information about the student that you feel would be helpful to the school, please indicate below:

 Signature: _____ Date: _____

OFFICE USE ONLY: STATE ASSIGNED STUDENT ID NUMBER _____

 School Trans. Code Starting Date Grade Entering

 Reviewed by Principal: _____ Date: _____ Signature: _____

HEBRON BOARD OF EDUCATION

School Registration Procedures

When enrolling a pupil new to the Hebron School District, the following procedures are to be followed:

1. The parent or adult seeking to enroll the pupil completes the school registration form(s) including the following:
 - Main Registration Form (In the case of (1) an emancipated minor or person over age 18 or (2) in the case of an unemancipated minor not living with a parent, the appropriate Supplemental Registration Form must be completed as part of the process for seeking enrollment in the school. Note the supplemental forms must be signed and witnessed by a Notary Public.)
 - Proof of Residency (Subject to approval for enrollment)
 - Proof of Immunizations (Subject to approval for enrollment)
 - Signed Release of Information Form to Request Records (Subject to approval for enrollment)
 - Medical Procedure Acknowledgement* (Subject to approval for enrollment)
 - Emergency Information (Subject to approval for enrollment)
2. The parent or adult will be asked to present some form or proof of residency as indicated on the registration form. The application for enrollment is not complete without some tangible evidence being presented.
3. The parent will be asked to present the required proof of immunizations (Subject to approval for enrollment).
4. If the student does not reside with his/here parent or is an emancipated minor, a supplementary registration form must be completed.
5. Persons initiating enrollments will be advised that the registration materials will be reviewed for approval by the building administration and that notification of status will be forthcoming.
6. A building administrator will review registration materials and, if enrollment is to occur, the administrator will sign the registration form. The school secretary will immediately telephone the parent/guardian to notify them of the enrollment.
7. If the enrollment is to occur following step listed in 6 above, the building administrator will send a form letter of acceptance.
8. If the enrollment will not occur because the building administrator does not approve it because residency requirements have not been met following step 6, the administrator will telephone the person seeking enrollment to tell him/her the reason for rejecting the application for enrollment.
9. Following step 8, the building administrator will send a formal letter of rejection, mailed certified, return receipt requested, to the person who sought enrollment.
10. In those instances where further clarification/investigation is warranted, the building administrator will telephone the person seeking enrollment to notify them that such an investigation will occur.
11. A letter confirming the telephone conversation described in 10 above will be sent.
12. In the case of an emancipated minor, a student over age 18, or an unemancipated minor not living with a parent seeking student status in the school, attendance in classes shall not begin until receipt of a letter by the building administrator stating the residency requirements have been met.

June-2017

*A student may not be enrolled in a public school in the State of Connecticut unless proof of immunization is presented prior to enrollment.