NEW STUDENT ENROLLMENT PACKET

Attached are several forms, which need to be completed entirely and returned with the appropriate information.

The following items are requirements for the registration and entry of a student(s) into the North East School District:

1. **PROOF OF RESIDENCY (TWO FORMS)** – In addition to a valid photo ID with your current address such as a Driver’s License, provide any two of the following documents with your current North East, PA address:
   a. Current utility bill or agreement for utility service
   b. Lease Agreement or Mortgage Statement/Sales Agreement
   **NOTE:** Wireless bills are not accepted.

2. **STUDENT'S ORIGINAL BIRTH CERTIFICATE** - The original needs to be provided to the school district and a copy will be made for the student's file.

3. **STUDENT'S CURRENT IMMUNIZATION RECORDS**

4. **CUSTODY ORDER** – If a custody order is in effect for the student(s) being registered, the district will need to make a copy of the most recent order.

5. **FOSTER CARE** – If applicable, provide placement documentation.

If you have any questions, please call the Administration office at (814) 725-8671 ext. 3900.
North East School District
Registration History & Census Form

Please complete one form per household.

Head of Household Last Name: ____________________________ Primary Phone #: ____________

Physical Address: P.O. Box Address (if applicable):

<table>
<thead>
<tr>
<th>Address</th>
<th>PO Box #</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>City</td>
</tr>
<tr>
<td>State, Zip</td>
<td>State, Zip</td>
</tr>
</tbody>
</table>

Parent/Guardian Information with whom student(s) primarily reside(s):

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Legal Relationship to student(s)</th>
<th>Mother</th>
<th>Father</th>
<th>Step-Parent</th>
<th>Legal Guardian</th>
<th>Other (explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Please check one.</td>
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<tr>
<td>Address</td>
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<tr>
<td>City</td>
<td>Primary Phone</td>
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<td>State, Zip</td>
<td>Work Phone</td>
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<tr>
<td>Employer</td>
<td>Other Phone</td>
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</tbody>
</table>

List all children in household under the age of 18 including the student(s) you are enrolling:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Date of Birth MM/DD/YY</th>
<th>Gender</th>
<th>Grade</th>
<th>Does child have ER, IEP, GWR, GIEP or 504 Plan?</th>
<th>Student ID (Office Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

List all adults in household ages 18 and over including yourself:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth MM/DD/YY</th>
<th>Gender</th>
<th>Employer Name</th>
<th>Other</th>
<th>R = Retired</th>
<th>H = Homemaker</th>
<th>U = Unemployed</th>
<th>S = Student</th>
</tr>
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<tbody>
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</table>

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Please continue to page 2.
Registration History & Census Form (cont.)

Parent/Guardian in active military?  Yes ☐  No ☐

Does a custody order/issue exist?  Yes ☐  No ☐
If yes, documents must be provided to school office(s).

Do you consider your family to be in a homeless situation?  Yes ☐  No ☐

Did student(s) attend a Pennsylvania school in the past?  Yes ☐  No ☐
If yes, please list the school name(s):

If student(s) is/are entering the North East School District from another state, please complete:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Entry Date into PA MM/DD/YY</th>
<th>Previous State</th>
<th>Previous City</th>
<th>Previous School Name</th>
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</tbody>
</table>

Medical Insurance Information

Is/Are student(s) covered by medical insurance?  Yes ☐  No ☐

Name of Healthcare Provider or Medical Assistance Benefits

Policy Number

NOTE: If student(s) is/are not covered, free or low-cost insurance may be available through the C.H.I.P. program. Please contact the school office at 814-725-8671 for more information.

Parent/Guardian to initial each item, as applicable, indicating consent:

<table>
<thead>
<tr>
<th>Walks and Field Trips</th>
<th>Administration of Minor First Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation by District</td>
<td>Obtaining Emergency Medical Care</td>
</tr>
<tr>
<td>Swimming / Wading</td>
<td></td>
</tr>
</tbody>
</table>

Additional Information: ____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Parent/Guardian Signature ___________________________ Date __________________________

Page 2 of 2
FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:

- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, DT or D
** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose
*** Usually given as MMR

ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

FOR ATTENDANCE IN 7TH GRADE:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

ON THE FIRST DAY OF 7TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

FOR ATTENDANCE IN 12TH GRADE:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

ON THE FIRST DAY OF 12TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

Pennsylvania’s school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.
SAPPHIRE PARENT/GUARDIAN PORTAL

ENROLLMENT INSTRUCTIONS

North East School District utilizes the Sapphire K-12 student information system to communicate with parents and guardians, providing online access to basic school account and grade information for your child. This is also the system that the district uses for mass phone and text alerts regarding weather delays, school cancellations and other important information. All parents/guardians are encouraged to enroll for access to this system.

The Sapphire link and instructions to create an account are located on the district’s website at NESD1.org. Click the “Departments” tab, click the “Technology” link then click the “Sapphire” link.

Please note that parents/guardians may only access this system by submitting the online application and agreeing to the Acceptable Use policy. Should you need assistance with the enrollment process, or if you would like to use a district computer to access your student’s information, please contact your student’s school office for assistance.

North East High School (814) 725-8671 ext. 1003
North East Middle School (814) 725-8671 ext. 2000
North East Intermediate Elementary (814) 725-8671 ext. 3000
Davis Primary School (814) 725-8671 ext. 3050
Instructions to apply online for Free or Reduced Meal Benefits


➢ Click the Departments link.

➢ Click the Cafeteria link.

➢ Click the SchoolCafe link.

➢ Sign into your existing SchoolCafe account or create a new account by following the prompts.

➢ After logging into your account, click the Apply link under the Dashboard / Benefits section and follow the prompts.

After your application is submitted, your eligibility will be determined and you will receive confirmation of approval or denial.
Notice to Parents:

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedure in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the North East School District of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, North East School district publishes written information in the handbook and on the website. Children ages 3 - 21 can be eligible for special education programs and services.

If parents believe that the child may be eligible for special education, the parent should contact the North East School District or the Director of Special Education for the Northwest Tri-County Intermediate Unit identified at the end of this public notice. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is consider to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent of the child's chronological age in one or more developmental areas, for (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Department at the Northwest Tri-County Intermediate Unit, located at 252 Waterford Street, Edinboro, PA 16412 (814)734-5610