

Port Byron Central School District
30 Maple Ave.
Port Byron, NY 13140
www.pbcschools.org
Phone: 315-776-5728

Dear Parent/Guardian:

Welcome to Port Byron Central School District! In order to standardize the registration process, we ask that you provide the following information along with the attached registration paperwork.

PROOF OF RESIDENCY

You must submit evidence establishing your physical residence within the school district. Acceptable documents for this purpose are a copy of the following:

- A signed lease
- A copy of your property deed
- A utility bill from the last 30 days

The District may also require the parent(s) and/or person(s) in parental relation to the child to provide an affidavit either:

- Indicating that they are the parent(s) with whom the child lawfully resides; or
- Indicating that they are the person(s) in parental relation to the child, over whom they have total and permanent custody and control.

The District will also accept other proof, such as documentation indicating that the child resides wth a sponsor with whom the child has been placed by a federal agency.

PROOF OF AGE

The District will require documentation and/or information establishing your child's age. *Please supply a certified transcript of a birth certificate or record of baptism* (including a certified transcript of a foreign birth certificate or record of baptism) giving the date of birth. Where such documentation is not available, a passport (including foreign passport) may be used.

Where a birth certificate or passport is not available, the District may consider certain other evidence, which as been inexistence two years or more. Other evidence may include, but will not be limited to the following:

- 1. Official driver's license
- 2. State or government issued identification
- 3. School photo id with date of birth
- 4. Hospital or health records
- 5. Military dependent id cards
- 6. Native American tribal documents
- 7. Records from international non-profit agencies and volunteer agencies

EVIDENCE OF IMMUNIZATIONS AND PHYSICAL:

In accordance with New York State's Public Health Law, the District must also receive evidence that your child has been immunized in accordance the NYS Department of Health Immunization Bureau's Immunization Requirements for School Entrance/Attendance. These records will be necessary to ensure your child's continued attendance. Additionally, please provide us with records of any recent physical examination your student has received. NYS mandates that each new student entering a public school is required to have a physical examination upon entering the District. A physical completed no more than twelve months before the first day of the school year in question will meet this requirement.

If you have any questions with respect to the foregoing or in regards to the enclosed registration packet, please contact:

Janet Tamilio, Registrar Port Byron CSD District Office 30 Maple Ave. Port Byron, NY 13140 (315) 776-5728 ext. 1305 jtamilio@pbcschools.org

Thank you.

RESIDENCY QUESTIONNAIRE

	dent:	
Address:		
 Grade Enteri	ng:	Gender: □ Male □ Female
Date of Birth	n:// Month Day Year	
may be able the McKint have the immun	e to receive under the McI ney-Vento Act are entitled he documents normally ne sization records, or birth c	the district determine what services you or your child Kinney-Vento Act. Students who are protected under to immediate enrollment in school even if they don't eeded, such as proof of residency, school records, certificate. Students who are protected under the entitled to free transportation and other services.
Whe	re is the student currently	living? (Please check one.)
	economic hardship (some In a hotel/motel In a car, park, bus, train,	ther person because of loss of housing or as a result of etimes referred to as "doubled-up") or campsite ituation (Please describe):
	In permanent housing	

STUDENT INFORMATION

Student's name:	
Nickname (if applicable):	
Student address:	
Mailing address:	Student home phone:
	Student cell:
Date of birth: Student e	-mail:
Gender: Male Female	
Grade entering:	
School District student is transferring from:	
Name of previous school:	
CUSTODY	
Who does the child live with?	
Both parentsMother	Father Guardian
Are there any custodial restrictions or an order any applicable court orders or arrangements.	of protection? Please explain and provide copies of
SIBLINGS (living in the home)	
Name	Grade:
Name	Grade:
Name	Grade:

PRIMARY PARENT/GUARDIAN INFORMATON AND EMERGENCY CONTACTS

CONTACT #1:		Custody:	Yes	No
Primary Secondary	Emergency	Student lives with:	Yes	No
·		Can Pick Up:	Yes	No
Relationship:		Receives Mailings:	Yes	No
Address:		Email:		
		Cell Phone:		
Mailing Address:		Home Phone:		
		Work Phone:		<u>.</u>
Employer:		Ext:		
CONTACT #2:		Custody:	Yes	No
Primary Secondary	Emergency	Student lives with:	Yes	No
,		Can Pick Up:	Yes	No
Relationship:		Receives Mailings:	Yes	No
Address:		Email:		
		Cell Phone:		
Mailing Address:		Home Phone:		
		Work Phone:		
Employer:		Ext:		
CONTACT #3:		Custody:	Yes	No
Primary Secondary	Emergency			
111111111111111111111111111111111111111		Can Pick Up:	Yes	No
Relationship:		Receives Mailings:	Yes	No
Address:		Email:		
		Cell Phone:		
Mailing Address:		Home Phone:		
		Work Phone:		
Employer:		Ext:		

CONTACT #4:	Custody:	Yes	No
Primary Secondary Emergency	Student lives with:	Yes	No
, , , , , ,	Can Pick Up:	· Yes	No
Relationship:	Receives Mailings:		No
Address:	Email:		
	Cell Phone:		
Mailing Address:	Home Phone:		
	Work Phone:		
Employer:	Ext:		
SPECIAL EDUCATION SERVICES			
4 TT 1911 1 11 20 1 1 1 1 2	11: 132.0	37	NI.
1. Has your child ever been identified as having an education	onal disability?	Yes	No
2. If yes, please describe:			
•			
3. Check that which applies: Student has a curr	ent IEP		
Student has a cur	rent 504 Accommodation P	lan	
4. Please describe any Special Education Services that you therapy, physical therapy, resource, special class, remedial	, -		•
TRANSPORTATION			
1. Will your child(ren) need busing? Yes N	o		

STUDENT RACIAL AND ETHNIC IDENTICATION

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.

Name of School: PORT BYRON CENTRA	AL SCHOOL DISTRICT
School District Identification Number: N/A	Date of Birth (Month/Day/Year)
Student Name: (Last, First, Middle)	Grade Level:
IRECTIONS TO PARENT/GUARDIAN: LEASE ANSWER QUESTIONS 1 AND 2. PLI or question 2, check all groups that apply to you	EASE READ THEM BEFORE YOU RESPOND. r child; check at least ONE box.
	Spanish origin? Hispanic, Latino, or of Spanish an, Puerto Rican, Central or South American, or ess of race.
AMERICAN INDIAN OR ALASKA original peoples of North and South An ASIAN: A person having origins in an Asia, or the Indian subcontinent includi Korea, Malaysia, Pakistan, the Philippin NATIVE HAWAHAN OR OTHER I	Apply to your child; check at least ONE box) NATIVE: A person having origins in any of the merica. By of the original peoples of the Far East, Southeast ing, for example, Cambodia, China, India, Japan,

EARLY DISMISSAL RELEASE INFORMATION

E mergency Go Hom e In the event that my cl	e Information: nild has to be dismissed early from school, he/she has been advised to:
	Go directly to home/usual drop-off location on the bus
	Go to the following location:
Name:	
Address:	
	Bus No.:
	Adults allowed to Pick-up Student: (With or without a note)
1	
2	
3	
4	
5	
6	

I understand that this statement is being made UNDER THE PENALTIES OF PERJURY, in order that my child may be admitted to the Port Byron Central School District as a legal resident.

I further understand that if my child is found not to be a legitimate resident of the Port Byron Central School District, that I WILL BE LEGALLY RESPONSIBLE FOR AND WILL BE BILLED THE SCHOOL DISTRICT'S ANNUAL TUITION RATE PER CHILD, RETROACTIVE to the first day of admission.

I also realize that theft of governmental services is a crime under the State Penal Law and that a false statement made in connection with this application is punishable as a Class A Misdemeanor pursuant to Section 210.45 of the Penal Law. I understand that the school district may make unannounced home visits for purpose of residency verification.

Parent/Guardian Signature Date

NOTE: ALL DATA SUBMITTED VIA THE REGISTRATION PROCESS IS SUBJECT TO VERIFICATION BY THE DISTRICT.

Port Byron Central School District Committee on Special Education Special Programs Office 30 Maple Avenue Port Byron, NY 13140 ((315) 776-5728 ext. 1100)

Medicaid Consent

Dear Parent/Guardian:	
This is to ask your permission (consent) to bill your or your services that are on your child's individualized education plumber (CIN) or allow us to obtain the CIN if you do not be	our child's Medicaid Insurance Program for special education and related program (IEP) and to ask you to give us your child's Client Identification know it.
This consent allows the school district/county to bill Med school district's/county's Medicaid Billing Agent for that p	icaid for covered health-related services and to release information to the purpose.
I,as the parent/gu have received a written notification from the school district or insurance to pay for certain special education and related	ardian of, t/county that explains my federal rights regarding the use of public benefits d services.
I understand and agree that the school district/county religibility, and/or access Medicaid to pay for special educa	may ask for a Client Identification Number (CIN), check on Medicaid tion and related services provided to my child.
provide my child's CIN; I have the right to withdraw consent at any time; a The school district/county must give me annual w I also give my consent for the school district/county to	closed pursuant to this authorization; ed at no cost to me whether or not I give consent to bill Medicaid and/or
Records to be shared (e.g. records or information at	oout services your child receives, student demographic information):
IEP	Medication Administration Report
Written Order/Referral	Special Transportation Log
Evaluation Reports	Other Personally Identifiable Information
Session Notes	Any Other Specific Records Pertaining to the Student's Services or Program
Student's CIN, if known:	
	vithdraw my consent at any time. I also understand that my child's right to y dependent on my granting consent and that, regardless of my decision to s IEP will be provided to my child at no cost to me.
Parent/Guardian Signature:	
Print Name:	Date:



NEW YORK STATE EDUCATION DEPARTMENT Emergent Multilingual Learners Language Profile for Prekindergarten Students¹

Dear Parent or Guardian,
Thank you for completing the Emergent
Multilingual Learners Language Profile.
This survey will assist your new school
with valuable information about your
child's experience with languages.
Information gathered will assist
Prekindergarten educators in delivering
academically and linguistically relevant
instruction that strengthens the
language and literacy of all students.

SCHOOL PERSONNEL ONLY AND MAINTAINED ON FIL te Profile Completed: udent Name: ender: te of Birth: strict or Community Based Organization Name:
udent Name: ender: ete of Birth:
nder: ite of Birth:
te of Birth:
strict or Community Based Organization Name:
udent ID (if applicable):
ame of Person Administering Profile:
tle:

Parent or Person in Parental Relation Information				
Name of parent or person in parental relation:				
Relationship (to student) of person providing information for this profile:				
In what language(s) would you like to receive information from the school? English other home language:				
Language in the Home				
1. In what language(s) do you (parents or guardians) speak to your child at home?				
2. What is/are the primary language(s) of each parent/guardian in your home? (List all that apply.)				
3. Is there a caretaker in the home? yes no				
If yes, what language(s) does the caretaker speak most frequently?				
4. What language(s) does your child understand?				
5. In what language(s) does your child speak with other people?				
6. Does your child have siblings? yes no				
If yes, in what language(s) do the children speak with each other most of the time?				
7a. At what age did your child begin to speak in short sentences?				
In what language?				

7b. At what age did your child begin to speak in full sentences?
In what language?
8. In what language does your child pretend play?
9. How has your child learned English so far (television shows, siblings, childcare, etc.)?
Language Outside the Home/Family
10. Has your child attended any nursery, Head Start or childcare program?
If yes, in what language was the program conducted?
In what language does your child interact with other people in the nursery or childcare setting?
11. How would you describe your child's language use with friends?
Language Goals
12. What are your language goals for your child? For example, do you want child to become proficient in more than one language?
13. Have you exposed your child to more than one language to ensure that he or she is bilingual or multilingual? yes no
14. Does your child need to speak a language other than English in order to communicate with your relatives or extended family? yes no
If yes, in what language(s)?
Emergent Literacy
15. Does your child have books at home or does he or she read books from the library?
In what language(s) are these books read to him or her?
16a. Can your child name any letters or sounds in English? yes no
16b. Can your child recognize letters or symbols in another language? yes no
If yes, in what language(s)?
17a. Does your child pretend to read? Yes no unsure

If yes, in what language(s)?
17b. Does your child pretend to write? yes no unsure
If yes, in what language(s)?
18. Does your child tell the stories from his/her favorite books or videos? yes no
If yes, in what language(s)?
19. Does your child's childcare or nursery program describe goals for his or her learning? yes no
If so, what goals do they describe?
The state of the s
20. Please describe anything special you did to prepare your child to begin Prekindergarten.

¹ For more information contact: the New York State Education Department Office of Early Learning at (518) 474-5807 or email <u>OEL@nysed.gov</u> or the New York State Education Department Office of Bilingual Education and World Languages at (518) 474-8775 or (718) 722-2445 or email <u>OBEWL@nysed.gov</u>.

Student Health History □ New Enrollment □ Annual Review			
Student Name (Last, First)Birtl	hdate;Grade;Gender:		
1. Does your student have a LIFE-THREATENING health	condition? ☐ Yes ☐ No		
Life-Threatening Conditions: (Care plan is REQUIRED) EG □ Anaphylaxis (Epi-pen prescribed) □ Allergic to □ Date of last reaction EK □ Diabetes Type 1 NP □ Selzures – Emergency medication required? Type: □ Date of last selzure RD □ Asthma – Severe OB □ Other Life-Threatening Condition:	If yes, state law requires that students with life- threatening conditions such as anaphylaxis, severe asthma, diabetes, or seizures have a completed care plan along with any required medication prior to the first day of school. Fill out the life-threatening conditions section left AND contact the school nurse as soon as possible for additional forms.		
2. Does your student have any known health concerns?	☐ Yes ☐ No Please initial:		
MEDICAL HISTORY (check all that apply)			
Congenital/Genetic AH	NI ☐ Headaches, Recurring NP ☐ Seizure Disorder ☐ Current ☐ History Type: NU ☐ Traumatic Brain Injury NO ☐ Other Neurological Condition:		
Blood / Hematology BA	Transplant OD □ List organ: Mental or Behavioral Health PA □ Anxiety PC □ Depression PH □ Sleep Disorder PJ □ Other Mental or Behavioral Health Condition:		
Cardiac / Heart CC	Respiratory / Breathing RG		
EL Diabetes Type 2 EO Other Endocrine, Immune, Nutritional or Metabolic; EQ/ER Gastrointestinal, Dental and Oral	Skin SB □ Eczema or Contact Dermatitis or Psoriasis SH □ Other Skin Condition:		
GA ☐ Celiac GG ☐ Food Intolerance / Religious Preference List: GL ☐ Lactose Intolerance GF ☐ Encopresis	Renal / Kidney UH □ Please list:		
GO ☐ Chronic Constipation GH ☐ Gastric Reflux GJ ☐ Inflammatory Bowel Disease GK ☐ Irritable Bowel Syndrome GI/GN ☐ Other Gastrointestinal, Liver, Dental, Oral Condition:	Ear / Hearing YA ☐ Chronic Ear Infections ☐ Currently ☐ Historically YB ☐ Hearing Impaired Hearing Aid/s Cochlear Implant YC ☐ Other Ear Condition:		
Musculoskeletal MC □ Juvenlle Rheumatoid / Idiopathic Arthritis ME □ Please list:	Eye / Vision YF		
Cancer / Tumor DA □ Please list:	Other Health Concerns		
Nervous System NB	DB Please list:		

Student Health History	☐ New Enrollment ☐ /	Annual Review		
Student Name (Last,First) MEDICATIONS	Birt	hdate:	Grade:	Gender:
Please report all medications	that vour student takes at	home and/ox ofh-	1	
Is medication needed at home?	□No □Yes Please list	t:	101.	
Is medication needed at school? Complete REQUIRED paperwork	☐No ☐Yes Please list for medication at school.	:		
State law requires written permission the-counter) may be taken at school	on from quardian and a health.	Para annida da f		
completed apprelly	ol. Forms are available from you	ui scriooi omice or on our	medication (prescr district website an	iption and over- d must be
Medical Devices / Equipment / Pr	ocedures	Physical Activity or	Mobility Issues / /	Accietive Equipment
example: Gastrostomy tube, VP Shunt, Catheterization, Vagal lerve Stimulator, or Other lease Describe:		Example: wheelchair, Please Describe:	braces, or Other	asisuve Equipment
b help us better understand your ealth/Developmental History; rth and Infancy: Birth Weight what age was your child: Toilet trapspitalizations?	_Was pregnancy Full Term? Dined?Wa	J Yes □ No Duration of palking?	oregnancy Talking?	
erious Injuries?ecialist?				
ecialist?hat other information would be help	ful for us to know regarding yo	ur child? Please share.		
☐ I understand that the informa	ation I provided will be shared a			
If parents/guardians or authorimmediate care is urgent in t	ny student. nized emergency contacts can he judgement of school authori ctor most easily accessible. I ur	not be reached at the tim	ne of a medical eme	ergency, and if
 I understand that Washingt starting school. I give perm 	ton law requires that my stud ission to my child's school to ac aintain my child's school record	lent's immunizations ar		
rent/Legal Guardian Sìgnature: _			Date:	
rent/Guardian phone/cell				
nergency contact/relationship		Phone		
alth Care Provider Name		Phone)	
Office Use only: Complete Immunizat	ion Records			
nplete IIS #IIS Cop		la recorde perside d	no.	
onditional status Parent sign	ed acknowledgment	re records provided(.UE	
Out of compliance	<u> </u>			



IDENTIFICATION & RECRUITMENT PARENT SURVEY

The Migrant Education Program (MEP) is authorized by Title I, Part C of the Elementary and Secondary Education Act (ESEA). The MEP provides a variety of educational services to families who work in agriculture, <u>regardless of their nationality or legal status</u>. This program is <u>free of charge</u> to all eligible families and may include tutoring, free school lunch eligibility, educational field trips, summer programs, parent involvement activities, emergency needs and referrals to other services as needed.

Please take a few minutes to complete this questionnaire.

Has anyone in your family worked or looked for work at the following occupations during the past 3 years?

	☐ Any agricultural, farm, or fishing work (such as hay, dairy, fruit or vegetable crops, poultry, fishing, nursery/greenhouse, etc.)					
	☐ Work related to logging, harvesting, or initial processing of trees.					
	☐ Work at a food processing plant, (such as meat or poultry processing plants, packing fruits or vegetables, etc.)					
	If you answered YES, please provide your contact information below:					
D.	arant/Guardian Name:					

Parent/Guardian Name:		
Home address:		
Telephone number: ()	 _ Best time to be reached: _	AM/PM
Previous Address:		
Student name:	Age	_Grade
Student name:	Age	Grade

To submit this referral please fax to 607-436-3606 or send by mail to NYS Migrant Education Program-Identification and Recruitment Office: 100 Saratoga Village Blvd, Suite 41, Ballston Spa, NY 12020.

SchoolTool Parent Portal Accessing Guide

Preparation

When first logging in, a parent (in this case) will need three things:

1. An email address.

Your current email address may be used to access SchoolTool. For this to happen, simply make sure to provide the school with this, and confirm that they have allowed your email address to be used when logging into to SchoolTool.

2. The SchoolTool web site address.

You can access the SchoolTool web site directly using the below address,

https://portbyron.schooltool.cnyric.org/SchoolToolWeb/

Or simply go to the Port Byron school website and click on the SchoolTool button under the quick links on the right-hand side of the page.



3. Access to your own email.

You will receive your first SchoolTool password through your email. It will be necessary to make sure you have access to your email for any passwords resets as well.

NOTE

Instruction on accessing your SchoolTool account is included with the initial account creation email. Remember to check the Junk/SPAM folder within your email if you think that you have an account but have not received any email notice from SchoolTool. You can always contact Guidance or the Registar Office to verify the school has the correct email address listed for you. You can also email schoolcool@pbcschools.org if additional assistance is needed.

Logging In & Obtaining a New Password

- 1. Use your web browser (Internet Explorer, for instance) to access the internet and go to the SchoolTool web site (from step 2, above).
- 2. Where it says **USERNAME**, type in your full email address. Enter the password you were given or leave this field blank if you do not remember your password.



- 3. Click on the **Login** button.
- 4. If the password you entered is incorrect (or if you left it blank), the words "New User or Forgot Password" will appear on the screen. Click once on those words to proceed with resetting your password if needed.



5. You will be prompted again to enter your username. Fill in the box, again, with your email address, and click the **Submit** button.

Enter your Username to receive your password by email.



6. Retrieve your new password from email. Look for an email message from SchoolTool.



Our school is using ParentSquare!



ParentSquare

Dear Parents & Guardians,

We are excited to let you know that this year we'll be using ParentSquare to communicate with you at the school, and in your classrooms and groups.

ParentSquare provides a simple and safe way for everyone at school to connect.

With ParentSquare you'll be able to:

- Receive all district, school and classroom communication via email, text, or app
- View the school and classroom calendar and RSVP for events
- Easily sign up to volunteer and/or bring items
- Securely receive report cards, IEPs and other important student documents

Activate your Account

You will soon receive an invitation email or text to join ParentSquare. Please click the link to activate your account. It takes less than a minute.

You can use ParentSquare on any device. You can download the free mobile app for iOS or Android or use the desktop version at www.parentsquare.com.

Our goal is for every family to join ParentSquare and engage with our school community. Please feel free to email pbtech@pbcschools.org if you have any questions.

Thank you so much!









Our school is using ParentSquare!



ParentSquare

ParentSquare Setup for Parents & Guardians

- ACTIVATE YOUR ACCOUNT Click the link in your activation email/text, or sign up on parentsquare.com or via the ParentSquare app.
- DOWNLOAD APP It's easy to stay in the loop with the ParentSquare app. Download it now for iOS or Android devices.
- SET PREFERENCES Click your name in the top right to set your notification and language preferences.
- GET PHOTOS & FILES Click 'Photos & Files' in sidebar to access pictures, forms, and documents that have been shared with you.
- APPRECIATE POSTS Click 'Appreciate' in your email/app or website to thank a teacher or staff member for a post.

- COMMENT OR REPLY Click 'Comment' in app or website to privately ask a question about the post that your teacher or school sent.
- **PARTICIPATE** Click 'Sign Ups & RSVPs' in the sidebar to see available opportunities. Click bell on top to check your commitments.
- **JOIN A GROUP** Click 'Groups' in the sidebar to join a group or committee at your school to participate or to stay up-to-date.
- FIND PEOPLE Click 'Directory' in the sidebar to find contact information for school staff.
- **GET IN TOUCH** Click 'Messages' in the sidebar to privately get in touch with staff and teachers.

