

### **Enrollment Checklist**

Students enrolling at Bloomfield Elementary, Canaan Elementary, Margaret Chase Smith School, Mill Stream Elementary, Skowhegan Area Middle School or Skowhegan Area High School will need the following documents:

Forms to be filled out:
Residency Affidavit Form
Student Enrollment Form
Student Transportation Schedule
Authorization to Release Student Records Form
Free & Reduced Lunch Form
Student Health History Form
Home Language Survey
Maine Migrant Education Program Survey
MaineCare Information Release Form
Items to bring:
Student's Birth Certificate – certified copy
Immunization Records
Court Documents including custodial agreements
Copies of IEP, if receiving Special Education Services

<sup>\*</sup>Please note: further documentation may be required by your school building



STUDENT:		
SCHOOL:		GRADE:
l,	declare	that I am the parent or legal guardian of
(student'		he following address in the town of
Legal Resid	lence:	
J	(physical ad	
Verification	n of residency may be submitte	ed by the following means:
	Utility bill indicating legal	residence (electricity, phone, oil, gas)
	Lease Agreement or rent pand landlord's address and	payment receipt indicating legal residence d phone number
	Driver's license, car regist	ration or insurance card
	Social Services papers (i.e. Verification)	Social Security, TANF, Homeless Shelter
		wnership from the town office of Canaan, gewock, Skowhegan or Smithfield
	Other	(requires Superintendent's approval)
independer	ntly verify this information. M	ue and correct. I authorize RSU 54/MSAD 54 to lisinformation will result in RSU 54/MSAD 54 he actual school system of residence.
Date		Signature

Registrar: Please verify by placing your initials next to the appropriate line to verify residency.

#### **RSU# 54 Enrollment Form**

School: **Grade:** 

#### A COPY OF THE STUDENT'S BIRTH CERTIFICATE MUST BE PROVIDED WHEN ENROLLING

RSU# 54 Enrollment Forms and Emergency/Permissions Sheets are stored in secured locations.

This form must be	signed before s	tarting school. Al	student informati	on on this form is	required and is use	ed for local, state and federal fun	ding.
Office Use C	nly	PS Student #:			State #:		
Date of Entry:		Homeroom Tea	cher:		Birth Certificat	e certified by:	
Immunization red	ords:				If homeschool	, % of day in school:	
Has this student	been enrolle	d in RSU #54 l	oefore?YE	SNO			
STUDENT NAME	LAST:		FI	RST:		MIDDLE:	
Date of Birth:		Gender:	Place of Bi	rth:		Year of Graduation:	
Home Phone:				Student	Cell Phone:		
Town of legal Re	sidence:						
Physical Address	<b>:</b> :			Mailing	Address:		
City:		State:	Zip:	City:		State: Zip:	
Does student trad	ce origins to Me	exico, Puerto Rico	o, Cuba, Central a	nd So America, a	and other Spanish co	ultures (regardless of race) Yes /	No No
Race (circle all th	at apply) White	Black-African A	merican Asian A	merican Indian Ala	aska Native Native H	awaiian-Other Pacific Islander Mu	ılti
If student's US ci	tizenship status	is immigrant, en	ter US arrival date	:	Enter date first e	nrolled in US School:	
PREVIOUS SCHOO	OL INFORMATI	ON					
School Attended:			Grade Lev	rel:	School Pho		
District Attended:					School Add	Iress:	
HOMESCHOOL IN		ah a ala d		If nort ti	ma ia hamaaahaal	application filed with the state? V	/oo / N/
If the student is o	-			•	•	application filed with the state? Y	es / No
are they enrolling	in RSU#54 <b>Pa</b>	rt Time or Full t	me	Homeso	chool grade level		
•					•	cal discharge or retirement from d or Reserve / Not Military Con	
HOMELESS STATE	JS						
	•	•				ed up ~ Unsheltered ~ Motel/Ho ~ Unsheltered ~ Motel/Hotel	otel
DAY CARE PROVI	DER INFORMA	TION					
Name:		Pł	none:				
Address:							
Day Care / Bus	Instructions:						
MEDICAL INFORM							
Doctor:		Phone:		Dentist:		Phone:	
Hospital preferen	ce? No Prefere	ence RFGH	Inland Hospita	al MaineGe	neral-Thayer Unit	MaineGeneral-Augusta	
Name of Health I	nsurance:			Policy and	d Group Number:		
Copy of Immuni	zations on File	e: Yes No					
Specific Emerge	ency Directions	s:					
List special med	lical considera	ations the schoo	l should be awar	e of:			
List allergies the	e school shoul	d be aware of:					
SPECIAL SERVICE							
Is the student cur	rently receiving	Special Education	on Services?		Yes	No	
Does your child h					Yes	No	
Has the student r	eceived Title 1	in the past?			Yes	No	

Yes

No

Has the student received English Language Lerner (ELL) Services in the past?

				All numbers	s provided may be cal	led in a district/school wide emergency
	Name:			Relationship:	Mother 1/ Mother 2/ Fath	ner 1/ Father 2/ Guardian / Step Parent
Contact Priority	Priority	Phone	Ext	Text	Automated calls?	
Thomly	Mobile		х			Has or shares custody
	Home		X			Court Order Attached
	Work		X		<u> </u>	Lives with student
						Call for school pick up
						Call in emergency
	Mailing A	Address	Same as student		Email	
Contact	Name:			Relationship:	Mother 1/ Mother 2/ Fath	ner 1/ Father 2/ Guardian / Step Parent
Contact Priority	Priority	Phone	Ext	Text	Automated calls?	Use or charge quatedy.
2	Mobile		X			Has or shares custody
	Home		Х			Court Order Attached
	Work		X			Lives with student
						☐ ☐ Call for school pick up
	<b></b>	Address	☐ Same as student	Ш	Email	☐ Call in emergency
	Name:			Relationship:	Mother 1/ Mother 2/ Fath	ner 1/ Father 2/ Guardian / Step Parent
Contact	Priority	Phone	Ext	Text	Automated calls?	
Priority 3	Mobile		X			Has or shares custody
	Home		Х			Court Order Attached
	Work		Х			Lives with student
						Call for school pick up
						Call in emergency
	Mailing	Address	☐ Same as student		Email	
	Name:			Relationship:	Mother 1/ Mother 2/ Fath	ner 1/ Father 2/ Guardian / Step Parent
Contact Priority	Priority	Phone	Ext	Text	Automated calls?	
4	Mobile		Х			Has or shares custody
	Home		Х			Court Order Attached
	Work		Х			Lives with student
						Call for school pick up
						Call in emergency

Email

Mailing Address

☐ Same as student

#### Relationship: Name: Priority Phone Ext Text Automated calls? ☐ Can pick up from school Mobile Х Additional ☐ Emergency Contact Home Х Contact Work Х Name: Relationship: Priority Phone Ext Text Automated calls? ☐ Can pick up from school Mobile Χ Additional ☐ Emergency Contact Home Х Contact Work Х

## Student Information Notices and Agreements Annual Review [2023-2024 School Year]

#### STUDENT COMPUTER AND INTERNET USE

Student use of school computers, network and internet is provided to all RSU#54 students. The RSU community recognizes that the use of technology is essential to the success of our students education. Students are required to comply with the student computer and internet policy (IJNDB) and accompanying rules (IJNDB-R) and (IJNDB-E).

By signing below, I agree to abide by the RSU#54 Acceptable Use Policy, and I assume responsibility for the device, charger and case.

#### **DIRECTORY INFORMATION - (Annual Notice of Student Education Records Rights)**

Under the federal Family Educational Rights and Privacy Act (FERPA), RSU# 54 has designated the following student information	ion as
directory information that can be made public at its discretion: name, participation and grade level of students in officially recogn	nized
activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received	ived.
However, parent(s)/guardian(s) and eligible students over 18 do have the right to request that directory information not be relea	sed.
YES, I do grant permission for directory information about my child to be released (this includes releasing honor roll i	nformation)
NO, I do not grant permission for directory information about my child to be released (honor roll information will not b	e released)

#### **INFORMATION ON RSU# 54 WEBSITE**

RSU# 54 maintains a website to provide information about the schools, its programs and activities, and student and staff achievements.
Maine law requires public schools to obtain written approval from parent(s)/guardian(s) prior to publishing personal information about
students on the Internet. Such information may include: full names of students in connection with class rosters, honor rolls, awards received,
and team/activity participant lists; group and/or individual photographs of students (no names will be used); individual student or class work
(including but not limited to creative writing, research projects, art work, music performances, and audiovisual presentations).

YES, I do grant permission for my child'	s information to be published on the RSU# 54 website.
--	---

<b>NO</b> , I do not grant permission for my child's information to be published on the RSU# 54 we
--

#### **OUTSIDE MEDIA**

On occasion, RSU# 54 allows media outlets such as local newspapers, radio stations, and television stations to visit the school to report on school programs and activities. You have the right to deny permission for your child's name, picture, voice, or statements to be used by outside media. However, please note that permission is not required for events open to the public such as athletic events, concerts, performances, and graduation ceremonies.

YES, I do grant permission for the use of m	y child's name, picture,	, voice, and/or statement to b	e used by outside media.
---	--------------------------	--------------------------------	--------------------------

NO, I do not grant permission for the use of my child's name, picture, voice, and/or statement to be used by outside media.

#### FOR HIGH SCHOOL STUDENTS ONLY

The No Child Left Behind Act requires secondary schools to provide student names, addresses, and telephone numbers to both military recruiters and institutions of higher education upon request. Parent(s)/guardian(s) may prevent the release of student information to military recruiters and/or institutions of higher education, by checking the appropriate line(s) below. If the appropriate line is not checked or this <u>signed form</u> is not returned, the school is required by federal law to disclose the student's name, address, and telephone numbers to any military recruiters and/or institutions of higher education that request it.

#### INFORMATION PROVIDED TO MILITARY RECRUITERS

YES, I do grant permission for my child's name, address, and telephone number to be released to military recruiters.
NO, I do not grant permission for my child's name, address, and telephone number to be released to military recruiters

#### INFORMATION PROVIDED TO INSTITUTIONS OF HIGHER LEARNING

 YES	, I do grant permission	for my child's name, a	ıddress, ar	nd telephone nur	mber to be rel	leased to inst	itutions of hi	gher education.	
 _ <b>NO</b> ,	I do not grant permissi	on for my child's name	e, address,	and telephone r	number to be	released to in	nstitutions of	higher educatio	n.

#### NOTE TO PARENT(S)/GUARDIAN(S):

Permissions remain in effect until modified by the parent(s)/guardian(s). A signature is required below to modify any of the above permissions. This form may be requested at any time in order to make modifications.

I give permission for RSU# 54 to provide necessary medical treatment for my child if he/she is injured or becomes ill at school. In the event I cannot be reached in an emergency, I give permission for RSU# 54 to transport my child to a medical facility to obtain medical care. I understand that RSU# 54 does not assume any financial responsibility for the provision of medical transportation and/or medical care, and any charges for such services remain my responsibility.

	d any charges for such services remain my resp	•	•
Month/Day/Year	Parent/Guardian Name	Parent/Guardian Signature	Page 4 of 4



Office Use Only

Grade:

Enrollment date: Practice bus run:

# **Transportation Department 207-474-9043**

# Regional School Unit 54 Student Transportation Information

Student Name:					DB:	
Home Addr	ess:					
Phone:						
School Atter	nding			Grade		
Student	choose one of the fol will not ride bus (wa	ılker or parer	- ,			
Studen	t will ride bus (please		n below)	D.M.D	or Off	
	A.M Pick I	T-	Bus Number	P.M Dro Destination Name	Destination	Day May 1 0-
	Name & Address	Pick up Phone	& Drivers Name	& Address	Phone	Bus Number & Drivers Name
SAMPLE	Home 123 Main St, Skowhegan	<mark>474-5555</mark>	12-Poulin	ABC Daycare 456 Elm St., Skowhegan	<mark>474-4747</mark>	2-Smith
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Kindergarte	en/First Grade Stude	ents ONLY	– please choose	Yes or No		
Yes Adult present for drop off No Adult not present for drop off  Please Note: if answer is Yes, and no adult is visible, your child will be returned to their school and parent/guardian will be responsible for picking child up.						
Parent/Guardian Signature Parent/Guardian Printed Name Date						



#### **Authorization to Release Student Records**

THIS INFORMATI	ON IS REQUIRED	, IN ONDER FO	OR US TO REQUEST STUD	LITT NECONDS
Student Grade	Previous Scho	ool Name	Previous School Addre	ss Previous Scho
To forward the following	items:			
P	rior report cards	i		
n				iniatawa dayyah aa
			s and results of test adm	inistered such as
K	ey Math, WISC, \	WOOULOCK RE	duling, WIAT, etc	
C	opies of IEP min	utes		
	oolth Doords in	aludina immu	nizations	
	ealth Records in	ciuding illilliu	IIIZations	
B	irth Certificate			
0	ther information	a which you fe	el we should know	
	thei illioilliatioi	i willeli you le	ei we should know	
student(s) that have enrol	led at:			
loomfield Elementary School	Grades 1-3	140 Academy C	ir. Skowhegan, ME 04976	Fax: (207)474-7427
anaan Elementary School	Grades PK-5	178 Main St. Ca	naan, ME 04924	Fax: (207)474-6385
Nargaret Chase Smith School	Grades 4-5	40 Heselton St	Skowhegan, ME 04976	Fax: (207) 858-4883
1ill Stream Elementary School	Grades PK-5	26 Mercer Rd.	Norridgewock, ME 04957	Fax: (207) 634-4294
orth Elementary School	Grades PK-K	33 Jewett St Sk	owhegan, ME 04976	Fax: (207) 474-8648
kowhegan Area Middle School	Grades 6-8	155 Academy C	ir Skowhegan, ME 04976	Fax: (207) 474-9558
kowhegan Area High School	Grades 9-12	61 Acadamy Cir	Skowhegan, ME 04976	Fax: (207) 474-0111

Parental consent is not required when educational, discipline, or attendance records are requested by authorized school personnel. Parental consent is required to request the transfer of confidential student health records. Please see the Family Educational Rights Privacy Act. Final Rule on Education Records Federal Register, June 17, 1976, Vol. 41, No. 118, page 2465731.

#### MSAD 54

#### PARENT/GUARDIAN--ECONOMIC STATUS FORM

(Required for all students, please complete!)

#### Dear Parents/Guardians:

**Economically Disadvantaged** 

This form will provide information needed by the Maine Department of Education to determine.

MSAD 54/RSU 54 's eligibility status for State Economically Disadvantaged funds available under the Essential Programs & Services Funding Act. Data in this form is not for school lunch purposes, only to determine economic disadvantaged status\*. If you have any questions, please call the office at 207-474-9508. This form should be returned with your registration packet.

Note: MSAD 54 does not share any personal information from this form. We urge you to please fill this form out accurately. MSAD 54 and our local taxpayers benefit by accurately reporting this information as we receive subsidy from the federal government for each family that qualifies. Thank you!

Please use the table below as guidance to determine your student's economic status. If household income is less than the Annual or Monthly earnings for your household size in the chart below, then your student meets the economic disadvantaged status criteria. Household size includes adults and children.

**Economically Disadvantaged** 

FREE CATEGORY GUIDELINES					REDUCED CATEGORY GUIDELINES				
Household Size Annual Earnings Less Than		Monthly Earnings Less Than		Annual Earnings Less Than			Monthly Earnings Less Than		
1	18	,954	1,580		26,973			2,248	
2	25	,636	2,137			36,482		3,041	
3	32	,318	2,694			45,991		3,833	
4	39	,000	3,250			55,500		4,625	
5	45	,682	3,807			65,009		5,418	
6	52	,364	4,364		74,518			6,210	
7	59	,046	4,921		84,027			7,003	
8	65	,728	5,478		93,536			7,795	
Additional	6,	682	557			9,509		793	
						Check One			
Student's Last Name		Student'	s First Name	Curre	ent Grade	Meets Free	Meets Reduced	Does Not Qualify	

Signature of Parent:	Date:
Printed Name of Parent:	

Please duplicate this form for additional children. Return this form to your child's school upon registering or by September 8, 2023

<sup>\*</sup> Economically disadvantaged status is defined as students who are included in the department's count of students who are eligible for free or reduced-price meals or free milk or both. 20-A MRSA • 15672(3).



Stu	dent l	Name:_			Student DOB:	Grade:				
Res	ides \	with: (Pl	ease circle one): Mom Da	ad Both parents	Guardian/other					
		•	Town, ZIP code):							
						k:				
Doe	s you	ır child <b>(</b>	CURRENTLY have any of th			0				
Ye		No								
Ye	S	No	If the allergy requires an	Epi-Pen, does the	physician allow them to s	self-carry?				
Ye		No	Asthma:							
Ye		No			n Plan from their doctor?	•				
Ye	S	No	Does the physician allov		-					
Ye	S	No	Epilepsy/Seizures (Pleas	se provide Seizur	e Treatment Plan)					
Ye	S	No			rovide Diabetes Orders)					
Ye	S	No	Physical limitations that	interfere with dail	y activities					
Ye	s	No	Attention Deficit Disorde	er or ADHD: Meds	?					
Ye	S	No	Behavioral or Emotional	difficulties						
Ye	S	No	Migraine headaches							
Ye	S	No	Vision or hearing deficits	glasses, contac	t lenses, hearing aids)					
Ye	S	No	Incontinence (bed wettir	ng, still potty train	ing, etc.)					
Ye	s	No	Speech difficulties							
Hav	e any	of thes	e occurred with your child	IN THE PAST?	Please circle: Yes or No					
Ye	S	No	Significant injury: (fractu	re, dislocation, et	c.)					
Ye	S	No	Chronic Illness: Diagnos	ed with a chronic	illness – Diabetes, Celiac	Disease, etc.				
Ye	S	No	Head injury: (concussion	n, skull fracture, e	tc.)					
Ye	S	No	Surgery or hospitalizatio	n						
			<b>ition</b> regarding your child:		Please circle Yes or No					
1			Up-to-date on their imm							
2	Yes	No	Received immunizations							
3	Yes	No	Currently under a doctor		cal condition?					
4	Yes	No	Currently taking medica							
5	Yes	No	Required to take medica	tion during the sc	hool day?					
_			<b>/ES to questions 3, 4 or 5</b> bout your child.	please explain he	re: Please include any oth	er information you would				

Date:\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

#### Dear Parent/Guardian:

Maine welcomes families of all cultural and linguistic backgrounds. Speaking more than one language is a valuable asset, and we encourage families to maintain their languages while learning English. Students who speak or understand another language may be entitled to support to improve their English in order to meet Maine's challenging academic standards. The following questions, required for all students from pre-kindergarten through grade 12, will help your school determine whether your child may benefit from English language support services.

- If a language other than English is indicated, your child will be administered an English language screener.
- Depending on your child's score, your child may be classified as an English Learner and eligible for English language support.
- If you would like this letter and the survey below to be provided in another language, or if you would like an interpreter, your school will fulfill those requests.
- If you have questions about this survey, please contact your school principal.

Be assured that your answers will be used only for educational purposes. The completed survey will be kept in your child's permanent file, and only school staff will have access to it. No school employee may inquire about the immigration status of any member of your family.

Thank you for providing this information, and I wish your student great academic success.

Sincerely, April Perkins

Director of ESOL and Bilingual Programs, Maine Department of Education

#### **LANGUAGE USE SURVEY**

itudent's Name:	Date of Birth:				
school:	Anticipated Grade:				
Please do not leave any question unanswered.					
1. What language(s) did your child <b>first</b> speak or understand?					
2. What language(s) does your child <b>most easily</b> speak or understand?					
3. What language(s) do people use with your child daily?					
Parent/Guardian Signature:	Date:				
School Use Onl	у				
Post-enrollment Identification: If no language other than English is indicate	ed by a parent/guardian on this survey, an English				
language screener may be administered <b>only</b> if this section is completed by	by a teacher.				
Describe evidence that the student's English language development has been affected by a primary or home language other than English:					
Teacher Signature: Da	te:				



#### Maine Migrant Education Program

School Survey 2024-2025

School Name:	School District:	

The following information is confidential and for Migrant Education screening only Please complete to see if your child may qualify for free services such as: free lunch, education and support services, and graduation support

<ol> <li>Have you or anyone in your home worked temporarily or seasonally in agriculture or fishing anywhere in the U.S. in the past 3 years?</li> </ol>									
0.	O. 111 till	paor o youro.	If yes,	please circle	all that apply:			□ 100	
							H		
Proce	Cattle, essing, cking	Dairy	Eggs	Blueberries	Cultivation, Soil Preparation	Fishing, Process		Lobsterir	ng
				Name of the last o					
	ccoli / iflower	Fishing Elvers	Forestry (landscaping not included)	Greenhouse, Nursery, Sod	Harvest Potatoes	Picking A	pples	Harvest ANY or vegetab	
2. If yes, did you or that person change your residence to do this work (even if only for a short period of time like a week)? □ Yes □ No									
3. Ha	ave you	r children move	d with you acro	ss school distric	ct lines in the last 3	years?		□ Yes	□ No
Parent/Guardian Name: Phone:									
Street Address:City:									
Best Day and Time to Call:Email:									
Please	e list chi	ldren below:							
	First N			Last Name		Grade	Date of	of Birth	Í
									1

Please return this form to one of your child's teachers, or to the central office of your school. We will call you to see if your children are eligible for the program.

If you would like to speak with us directly about our services, call (207) 530-1807. Thank you!

SCHOOL STAFF: PLEASE MAIL US THIS FORM IF ALL QUESTIONS SAY 'YES'

For the most up to date version of this form go to website: maine.gov/doe/schools/safeschools/migranted/migrantedform

**Maine Migrant Education Dept. of Education** 23 State House Station Augusta, ME 04333-0023 **Sol Rheem, State Director** sol.rheem@maine.gov (207) 530-1807

## CONSENT FOR RELEASE OF INFORMATION TO ACCESS MAINECARE REIMBURSEMENT FOR HEALTH RELATED SUPPORT SERVICES

School Administrative Unit:	
program reimburses local school districts for a port provided to Medicaid eligible children. While your Med you, the state Medicaid agency (MaineCare) reserves the cost of reimbursing these services. However, most insuferivities. The information you voluntarily provide by continuous continuous provides and the provide by continuous continuous provides and the provide by continuous continuous provides and the provided by continuous continuous provides and the provided by continuous continuous provided by continuous provided to Medicaid eligible children. While your Medicaid eligible children whil	ate in a system whereby the Federal Government's Medicaid cion of the costs of health related special education services dicaid eligible child will continue to receive services at no cost to the right to access your private insurance to recover some of the arers do not cover Individualized Education Program (IEP) related completing this consent form will only be used for the purposes DMS to confidentially administer our Medicaid Program.
Please fill in the information below, sign	n the form, and return it to the address indicated:
Parent / Guardian: (Name of parent or person in parent	ntal relationship)
Student's Legal Name:	
Student's Date of Birth:	(MM/DD/YYYY)
concerning health-related support services in my child's identifiable information including test scores, evaluation child's educational records to state and/or federal Mesole purpose of claiming Medicaid reimbursement for understand and agree that the School Administrative health-related support services in my child's IEP(s). It information, my refusal does not relieve the School Administrative services at no cost to me for children 3-20 years of a consent also allows MaineCare to bill any other insurance.	give permission to disclose personally identifiable information is Individualized Education Plan(s) (IEP), as well as other personally on results and any other relevant diagnostic information from my edicaid administration representatives or their designees for their covered health related support services in my child's IEP(s). I Unit may access my or my child's Medicaid benefits to pay for also understand that if I refuse to consent to the release of this dministrative Unit of its responsibility to provide the IEP ordered age [34 C.F.R. § 300.154 (2013)]. I further understand that this nice I have for my child as required by federal regulation.  in the event that my child becomes eligible in the future for the accessing MaineCare reimbursements for IEP services.
Signature:(Parent or person in parental relationship)	Date:
If you have questions regarding this form please contac	t:
Please return this form to:	