

ROCKY HILL PUBLIC SCHOOLS

OFFICIAL REGISTRATION CHECKLIST (for school use only)

STUDENT'S NAME _____

Grade Entering _____ Counselor/Team/Teacher _____

Student ID# _____ Homeroom _____

The following items **MUST BE PRESENTED** to school when registering the child:

- Official Registration Form
- Student Information Card (if registering after the start of the year)
- Copy of birth certificate or passport
- If not a U.S. citizen, bring green card, student visa (F-1) or H-1 visa
- Proof of Residency (all students) – may use driver's license, tax bill, lease, utility bill, certificate of occupancy, government/social agency ID showing address
- Appropriate Rocky Hill Residency form completed and notarized (only for students residing with someone other than parents or families living in temporary residence)
- Health records including (original or copy obtained from previous school or physician)
 - Physical Examination as mandated by the State of Connecticut, including:
Height, weight, blood pressure, hematocrit/hemoglobin, postural, vision and hearing screenings
 - Proof of Immunization as mandated by the State of Connecticut
 - Test for Tuberculosis or documented negative risk assessment
 - Medical History Form
- Academic records (including number of high school credits if applicable)
- Internet Use Agreement
- Videotaping/internet Policy

The following items **MUST BE COMPLETED PRIOR** to the time of registration:

- Sign a Release of Information at previous school for records, including:
 - Academic records
 - Number of credits, if applicable
 - Standardized test records
 - Cumulative Health record
 - Special Education records, if applicable

Special education accommodations at previous school: _____

Health comments/accommodations: _____

Registrar/Guidance Counselor's Signature _____ Date _____

Nurse's Signature _____ Date _____

Principal's Signature _____ Date _____

(A student will not be considered officially registered until all items are received and initialed by the appropriate person and both signatures are documented.)

Rocky Hill Public Schools
Rocky Hill, CT

REGISTRATION GUIDELINES FOR ENGLISH LANGUAGE LEARNERS (ELL)

- All four pages of the regular district registration form must be filled out, particularly areas that request information about the child's first language.
- If there is ANY indication of a second language in the family's background, page 3 of the registration packet must be completed.
- If parents are having difficulty with the form because of a language barrier, they should be allowed to take the form home to fill out with the assistance of a friend or family member.

If the registration is taking place during the school year:

- The ELL tutor should be called in to make an appointment with the parents and assist with filling out the registration form.
- If the student is coming to the Rocky Hill Public Schools from another school or from another country, NO grade placement will be made without a review of the registration information, an interview with the ELL tutor, the receipt of previous records and/or an appropriate assessment. This additional review may take one or two days in which case the child remains at home until a placement decision is made. Placements will be made by the principal and will be considered temporary. Parents may be asked to sign a form indicating that they understand the initial grade placement is provisional and may be changed if warranted.

If the registration is taking place during the summer:

- Copies of the completed registration forms should be set aside in a special folder for the ELL tutor to review before the start of the school year.