

## Personal Data Sheet-

Need a parent email. Ask if both parents live in same house. Yes- list both names and contact information. No- ask for the other parent's information. Unless there is court documentation the additional parent still has educational rights. Emergency contact person is someone other than parents. [SIS# and District information- I will provide.](#)

## Authorization for Release

Need a separate form for each counselor, therapist, psychiatrist, and psychologist. **Need a form for the doctor who prescribes the medication.** Please sign that you witnessed parent signature.

## Emergency Medical Treatment

This form is for the family doctor or pediatrician (not psychiatrist/psychologist). For all **KNOWN** allergies please ask if it a current medical condition or student has a history of the said allergy/asthma. If it is a current medical condition, then there needs to be medication. Same with Chronic illness. Without medication student should not be in program.

## Medication Information Data

This is a listing of all medication from the moment the student wakes up to they go to bed. Even if they do not take the medication here at school. **If the student is not prescribed medication. The form still needs student's name, DOB, box marked and parent signature.**

## Medication Administration

This form gives us permission to give medication during school hours. List only the medication to be given during the school day. **If the student is not prescribed medication to be administered at school. The form still needs student's name, DOB, box marked and parent signature.**

## **Authorization for Administration**

This form is required by the State Board of Education which enables Britten to administer medication at school. A separate form is needed for each medication to be administered at school.

## **Contraband**

This form indicates to parents that Britten searches lockers, backpacks, and how a search is conducted.

## **SSA & Physical Intervention**

1st line- parent's name is needed to indicate that the SSA was shown and explained to them at the time of tour.

2nd line- parent's name is needed to indicate that the parent understands that the SSA is part of Britten's behavioral management. Form must be signed, or student may not attend. No altering.

## **Academic/Behavioral Testing**

This form gives Britten the permission to give assessments both academically and behaviorally prior to district meetings to gather information on areas of need.

## **Off Campus Activities Consent**

This form gives a student permission to participate in activities within ½ mile of the school building, such as gym class going to the park, field days... etc.

## **Community Service Programs**

This form gives the student permission to participate in community service projects during the school day. Such as Westchester Health and Rehabilitation Center, pet supply drive, food drive, OPACL.....etc. Not all students participate in all projects mentioned on form.

## **ParentLink**

This form gives Britten permission to add contact information to an automated communication system. Parent needs to select: voice message, text, email, or all 3. Please remind parent that if they do not call their students in by 10:00. A message will be sent to contact the office with the reason for the student's absence.

## Technology Contract

The stapled packet is the complete Britten's Technology Network Policy. Packet is for parent to keep.

Student Contract Page- these are the guidelines for the student to adhere to or else the loss of computer/tablet privileges. Registration- parent must provide printed name/date, a then signature. Tour- both student and parent are to sign form.

## Handbook/Calendar Receipt

This form verifies that the parent received both calendar and handbook.

## Special Pick-Up Form

1<sup>st</sup> page is the explanation/guidelines of our Pick-up policy. I give the 1<sup>st</sup> page to parent as a reminder of the guidelines.

2<sup>nd</sup> page can be completed at time of tour or registration or at a later time. A separate form for each person who is picking up the student. Also, I advise the parent to mark "AS NEEDED" instead of marking a specific date of pick-up.

## Animal Care League Release

These forms are for Jr. High and High School Students only.

Page 1: OPACL is requesting information on the volunteer (Britten Student). Have parent fill out Student's name, DOB, address, and phone. Parent needs to complete Emergency information. **Student signature and date will be filled out with me at a later time.** **DO NOT COMPLETE THE CONSENT TO PHOTOGRAPH OR VIDEOTAPE.**

Page 2: Release of Liability- I will have student complete their name and date. Parent needs to print name/date and provide signature. Parent needs to provide emergency contact information (this can be the parent).

## **Hold Harmless Agreement**

This form is for Jr. High and High School Students only.

This form is required by the Village of Westchester releasing them of liability when the student in the municipal building where the food pantry is located.

## **Physical (K, 6, 9)**

At registration a medical form is required only for grades indicated. If parent does not have the form, please provide a new form. Please remind parent that the form needs to be completed as of the 1st of September or transportation will be suspended. For tours- I will ask districts to provide all medical forms.

## **Dental (K, 2, 6)**

At registration a medical form is required only for grades indicated. If parent does not have the form, please provide a new form. Please remind parent that the form needs to be completed as of the 1st of September or transportation will be suspended. For tours- I will ask districts to provide all medical forms.

## **Supply List**

Please supply each parent with the supply list for their student's specific classroom.

## **NOTE:**

Please mark the YES/NA circle as each form is presented to parent.

All packets are to be reviewed by either Hixon or Moor.