

ENROLLMENT REQUIREMENTS

The following items are required at the time of enrollment.

Immunization Records

No student shall be admitted by a school in the Commonwealth unless at the time of admission the student or his parent or guardian submits documentary proof of immunization to the admitting official of the school. *(Section 22.1-271.2 of the Code of Virginia)*

Certified Birth Certificate

No pupil shall be admitted for the first time to any public school in any school division in this Commonwealth unless the person enrolling the pupil shall present, upon admission, a certified copy of the pupil's birth record. *(Section 22.1-3.1 of the Code of Virginia)*

Proof of Legal Residence

Students will be admitted to school based on their legal residence. *(Section 22.1-4.1 & 22.1-264.1 of the Code of Virginia)*

Items accepted as proof of residence:

- Lease/Contract/Mortgage on legal residence
- Current utility bill – Must show enrolling parent name/address dated within the last 30 days (Electric, Gas, Water, Sanitation)
- Military Housing Acceptance Letter

Documentation **Not** Accepted:

- Driver License
- Personal Check
- Telephone
- Cell Phone or Cable Bill

A minor child of a legal resident of the city of Newport News is a resident student, eligible to attend a school tuition free in the designated zone if the child is living with his/her natural parent(s), or a parent by legal adoption or an individual who is defined as a parent (not solely for school purposes), pursuant to a Special Power of Attorney executed under Title 10, U.S.C., §1044b, by the custodial parent while such custodial parent is deployed within and outside the United States as a member of the Virginia National Guard or as a member of the US Armed Forces.

When a child is living with an adult other than his/her natural parent(s) in those cases, the enrolling adult must be:

- the court appointed legal guardian or has legal custody of the child
- acting in loco parentis pursuant to placement of the child for adoption by an entity authorized to do so
- an adult relative (a person connected to the child biologically or by marriage) providing temporary kinship care which consist of full-time care, nurturing, and protection of the child(ren) by the adult relative

(Section 22.1-3 of the Code of Virginia)

Physical Examination

Students admitted for the first time to any NNPS (Pre K through grade 5), are required to provide a comprehensive physical examination, signed by a licensed physician or nurse practitioner, and performed within twelve months of the initial enrollment date when they first attended any school K – 5.

Students transferring into NNPS K-5, a copy of a physical examination in their cumulative record, which meets the above requirements, will be accepted.

Proof of Academic Achievement

Last report card/transcript or withdrawal grades (if applicable).

Individual Educational Plan

Most recent IEP (if applicable).

Student Registration/Emergency Data Form

Basic Student Enrollment Information

Registering for
Grade _____

Student Information _____ **Pupil No.** _____

(Legal Last) (Legal First) (Legal Middle) Suffix _____

Nick Name _____ **Gender** Male Female

(Office use only) (Office use only)

Birth Date _____ **Birth Verification** _____ **Birth Cert. #** _____

(MM-DD-YYYY) BC# verified on previous enrollment

Birth Place _____ **Birth State** _____ **Birth Country** _____

Ethnicity Group/Race Categories: The US Department of Education requires that **both** these questions be answered and provides only the following categories for ethnic group and race. If both questions are not answered, school personnel are **required** to make selections for both.

Is the student Hispanic or Latino? (Choose only one.) Ethnicity/Race Selected by School

No, not Hispanic or Latino

Yes, Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

What is the student's race? (Select all that apply.)

- American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachments)
- Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American** (A person having origins in any of the Black racial groups of Africa)
- Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, other Pacific Islands)
- White** (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East)

Student's Home Address - False statements of Legal Residency of a person in a particular school division or school attendance zone for the purposes of avoiding tuition charges or enrollment in a school outside the attendance zone or division in which the student resides are in violation of Code of VA § 22.1-3 & § 22.1-264.1.

Street # _____ **Street Name** _____ **Apt. #** _____

(Address entered must be as listed on Proof of Legal Residence.)

City _____ **Zip Code** _____ **Proof of Address** _____

(Office use only)

Alternate mailing address (Only a PO Box is acceptable) _____

Primary Phone # _____ Type? Home Cell Unlisted? Yes No

Cell # _____ Work # _____ Alt Emergency # _____

Primary Language Spoken – Home Language

What is the primary language used in the home, regardless of the language spoken by the student? _____

What is the language most often spoken by the student? _____

What is the language that the student first acquired? _____

If any language other than English, complete a Primary Home Language Survey Form and place the language provided in the Home Language field on the student demographics tab.

**Follow the ESL Welcome Center procedures in your Records Keepers Manual.
(ESL Welcome Center – P (757) 283-7823, F (757) 597-2877)**

What language would you like to receive school information? (**Parent Preferred Language**) _____

How would you like to receive this information? Spoken or Written


Other Enrollment Information

Court Order Information

Does your child have court restrictions regarding a parent/legal guardian contact? Yes No
 (Please provide copy of court documents.)

Date of Order: _____ Order Locality: _____

Order Type: _____



Student educational records and/or student may be released to parent/guardian unless a court order specifically prohibits contact or release with parent/guardian. Enrolling parent/legal guardian is responsible for providing current copies of all court orders.

Release of Directory Information

- I understand information that is classified as “**directory information**” may be disclosed under the guidelines printed in the ***Rights and Responsibilities Handbook*** and explained in the **Annual Notice to Students/Parents** regarding student educational records and directory information published each school year in accordance with state and federal law, and that I may prevent disclosure of such information by providing written notice to the school.

_____ **Parent/Legal Guardian Initials**

Parent/Legal Guardian Military Connection - Check one that applies:

- Student is not government or military connected
- Active duty**; student is a dependent of a member of the Active Duty Forces (full-time) Army, Navy, Air Force, Marine Corps, Coast Guard, the commissioned Corps of the National Oceanic and Atmospheric Administration or the Commissioned Corps of the U.S. Public Health Services)
- Reserve**; student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard)
- National Guard, active or reserve**; student is a dependent of a member of the National Guard (and not a dependent of a member of the US Armed Services)

Transportation/Day Care Information

Will the student ride a **NNPS Bus**? Yes No AM / PM or Both AM/PM 

Before School Program? Yes No After School Program? Yes No

Day Care Provider (if applicable)? _____ Day Care Provider’s Phone _____

Special Placement

- Is the student ***homeless or an unaccompanied youth***? Yes No
- Does the student reside in a ***foster home***? Yes No (If yes, provide placement documents.)
- Does the student have a ***504 Plan***? Yes No (If yes, provide copy of current **504**.)
- Does this student have a current ***IEP*** (Special Ed.)? Yes No (If yes, provide copy of current **IEP**.)
- Is this student currently in the ***Evaluation Process*** for Special Education? Yes No
(Enrolling in the evaluation process **does not guarantee** school placement.)
- Is your child currently under the care of a physician/doctor for a ***chronic medical condition***? Yes No

School Divisions are required to collect information on the following categories of people. This information is used in conjunction with the federal “Every Student Succeeds Act” and will help our school division provide important services to children and families who may have special needs.

- Is the student a ***migrant***? Yes No
Migrant – An individual, not older than 21 years of age who is a migratory agricultural worker or a migratory fisher, or has a parent, spouse, or guardian who is a migratory agricultural worker or migratory fisher, and who has moved in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work.
- Is the student an ***immigrant***? Yes No
Immigrant – An individual, aged 3 through 21, not born in any state, and has not attended one or more schools in any one or more states for more than three (3) full academic years.
- Is the student a ***refugee***? Yes No
Refugee – An individual who is outside his/her country and is unable or unwilling to return to that country because of a well-founded fear that she/he will be persecuted because of race, religion, nationality, political opinion, or membership in a particular social group. The U. S. Immigration and Naturalization Service has issued refugees an I-94 card that is stamped “Refugee” and contains an alien number.

Original VA Enter Date _____ US School Entry _____ US Entry Date _____
 (MM-DD-YYYY) (MM-DD-YYYY) (MM-DD-YYYY)

Primary Enrolling Parent/Legal Guardian – (Must live in Household with Student)

All custodial parent(s) and/or court appointed legal guardian(s) must provide court documentation to the enrolling school.

Relationship to student: Mother Father Legal Guardian Foster Parent Other _____

(Legal First) (Legal Middle Initial) (Legal Last)

Primary e-mail address _____ Place of Employment/Job Title _____

Work on Govt. Property? Yes No Uniformed Military? Yes No Rank? _____

Primary Phone # _____ Type? Home Cell Work Phone # _____

Additional Parent/Legal Guardian Information

Relationship to student: Mother Father Legal Guardian Foster Parent Other _____

(Legal First) (Legal Middle Initial) (Legal Last)

E-mail address _____

Lives with? Yes No (If no, then provide legal address below.)

Street # _____ Street Name _____ Apt. # _____

City _____ Zip Code _____ Can pick up student? Yes No

Place of Employment/Job Title _____

Work on Govt. Property? Yes No Uniformed Military? Yes No Rank? _____

Primary Phone # _____ Type? Home Cell Work Phone # _____

Contact allowed: Yes No Ed. Rights: Yes No Custody: Yes No

Mailings Allowed: Yes No Enrolling Parent: Yes No Release to: Yes No

Emergency Contact Information – (List in Priority Call Order)

1.) _____ Relationship _____
(Last Name) (First Name)

Home # _____ Cell # _____ Release to? Yes No

2.) _____ Relationship _____
(Last Name) (First Name)

Home # _____ Cell # _____ Release to? Yes No

3.) _____ Relationship _____
(Last Name) (First Name)

Home # _____ Cell # _____ Release to? Yes No

4.) _____ Relationship _____
(Last Name) (First Name)

Home # _____ Cell # _____ Release to? Yes No

Sibling Information

Name of other school aged children attending NNPS and/or living in household:

Name(s)	Student ID# / Lunch ID#	Relationship	DOB	NNPS School Attending

Prior School District Information (Last school district attended other than Newport News Public Schools)

District _____ Name of School Attended _____

School Address _____
(Include Street Address, City, State and Zip Code)

Previous Newport News Public School Attended

Has the student previously attended a NN Public School? Yes No

If so, what school? _____ What school year? _____

Pre-School Experience –

Make your selection below (PK and K Only):

Identify the current or most recent PK (pre-kindergarten) program enrolled: <small>(Please circle one)</small>	
Head Start	Dept. of Defense Child Development Program
Public Preschool	Family Home Daycare Provider
Private Preschool/Day Care	No Pre-School Experience

Circle the time spent each week in the program: No time in a formal or institutional PK Program Less than 15 hours per week 15 hours or more but less than 30 hours per week 30 or more hours per week
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Physical Education statements Participation Acknowledgement

- Please check one of the following in regard to your child's participation in the physical education program offered in the public schools:

_____ To the best of my knowledge, my child has **NO PHYSICAL CONDITIONS** which prevent him/her from participating in the physical education program offered in the Newport News Public Schools.

_____ My child is **NOT ABLE TO PARTICIPATE** in the regular physical education program and requires activity modifications. A **Doctor's Physical Education Modified Program Form**, available at all schools, must be filled out by a family physician and returned to the school before modifications can begin.

Affirmation for Prior Expulsion

Virginia law requires that, prior to admission to any public school of the Commonwealth, a school board shall require the parent, guardian, or other person having control or charge of a child of school age to provide, upon registration, a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs or for the willful infliction of injury to another person. Any person making a materially false statement or affirmation shall be guilty upon conviction of a Class 3 misdemeanor. The registration document shall be maintained as a part of the student's scholastic record. *(Code of Virginia 22.1 – 3.2)*

MUST COMPLETE AND SIGN THE APPLICABLE STATEMENT BELOW

My child, _____ **HAS or HAS NOT** (circle one) been expelled or long term suspended from school attendance at a private school or public school in Virginia or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

I affirm all that all information provided in this Student Registration/Emergency Data Form is accurate. Furthermore, I acknowledge receipt of student health requirements; opt out options, and discipline/attendance procedures.

▶ _____
Date

▶ _____
Parent, Legal Guardian or Person having control or charge of child

I WILL NOTIFY THE SCHOOL WITH ANY CHANGES TO THE INFORMATION ON THIS FORM.

Admission Information (Office use only) Enter Date _____ HRM # _____ Grade _____

Serving School _____ Responsible School _____
 Enter Code _____ McKinney Vento Yes No
 Proof of Immunization Yes No Physical Exam Yes No Records Requested Date: _____
 Expulsion Affirmation (Registration Form) signed PE Permission checked Directory Information initialed
 RR Handbook Issued/Partnership Form signed (AUP)
 Enrollment by _____ Data Entered by _____

**COMMONWEALTH OF VIRGINIA
SCHOOL ENTRANCE HEALTH FORM
Health Information Form/Comprehensive Physical Examination Report/Certification of Immunization**

Part I – HEALTH INFORMATION FORM

State law (Ref. Code of Virginia § 22.1-270) requires that your child is immunized and receives a comprehensive physical examination before entering public kindergarten or elementary school. **The parent or guardian completes this page (Part I) of the form.** The Medical Provider completes Part II and Part III of the form. This form must be completed no longer than one year before your child's entry into school.

Name of School: _____ Current Grade: _____
 Student's Name: _____
 Student's Date of Birth: _____/_____/_____ Last First Middle
 Sex: _____ State or Country of Birth: _____ Main Language Spoken: _____
 Student's Address: _____ City: _____ State: _____ Zip: _____
 Name of Mother or Legal Guardian: _____ Phone: _____ - _____ - _____ Work or Cell: _____ - _____ - _____
 Name of Father or Legal Guardian: _____ Phone: _____ - _____ - _____ Work or Cell: _____ - _____ - _____
 Emergency Contact: _____ Phone: _____ - _____ - _____ Work or Cell: _____ - _____ - _____

Condition	Yes	Comments	Condition	Yes	Comments
Allergies (food, insects, drugs, latex)			Diabetes		
Allergies (seasonal)			Head or spinal injury		
Asthma or breathing problems			Hearing problems or deafness		
Attention-Deficit/Hyperactivity Disorder			Heart problems		
Behavioral problems			Hospitalizations		
Developmental problems			Lead poisoning		
Bladder problem			Muscle problems		
Bleeding problem			Seizures		
Bowel problem			Sickle Cell Disease (not trait)		
Cerebral Palsy			Speech problems		
Cystic fibrosis			Surgery		
Dental problems			Vision problems		

Describe any other important health-related information about your child (for example, feeding tube, oxygen support, hearing aid, etc.):

List all prescription, over-the-counter, and herbal medications your child takes regularly:

Check here if you want to discuss confidential information with the school nurse or other school authority. Yes No

Please provide the following information:

	Name	Phone	Date of Last Appointment
Pediatrician/primary care provider			
Specialist			
Dentist			
Case Worker (if applicable)			

Child's Health Insurance: None FAMIS Plus (Medicaid) FAMIS Private/Commercial/Employer sponsored

I, _____ (do ___) (do not ___) authorize my child's health care provider and designated provider of health care in the school setting to discuss my child's health concerns and/or exchange information pertaining to this form. This authorization will be in place until or unless you withdraw it. You may withdraw your authorization at any time by contacting your child's school. When information is released from your child's record, documentation of the disclosure is maintained in your child's health or scholastic record.

Signature of Parent or Legal Guardian: _____ Date: _____/_____/_____

Signature of person completing this form: _____ Date: _____/_____/_____

Signature of Interpreter: _____ Date: _____/_____/_____

Part III -- COMPREHENSIVE PHYSICAL EXAMINATION REPORT

A qualified licensed physician, nurse practitioner, or physician assistant must complete Part III. The exam must be done no longer than one year before entry into kindergarten or elementary school (Ref. Code of Virginia § 22.1-270). Instructions for completing this form can be found at www.vahealth.org/schoolhealth

Student's Name: _____ Date of Birth: ____/____/____ Sex: M F

Health Assessment	Date of Assessment: ____/____/____ Weight: _____ lbs. Height: _____ ft. ____ in. Body Mass Index (BMI): _____ BP _____ <input type="checkbox"/> Age / gender appropriate history completed <input type="checkbox"/> Anticipatory guidance provided TB Risk Assessment: <input type="checkbox"/> No Risk <input type="checkbox"/> Positive/Referred Mantoux results: _____ mm	Physical Examination 1 = Within normal 2 = Abnormal finding 3 = Referred for evaluation or treatment <table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td>HEENT</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Neurological</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Skin</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Lungs</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Abdomen</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Genital</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Heart</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Extremities</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Urinary</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		1	2	3		1	2	3		1	2	3	HEENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neurological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lungs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Genital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extremities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Urinary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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EPSDT Screens <u>Required</u> for Head Start – include specific results and date: Blood Lead: _____ Hct/Hgb _____																																																		

Developmental Screen	Assessed for:	Assessment Method:	<i>Within normal</i>	<i>Concern identified:</i>	<i>Referred for Evaluation</i>
	Emotional/Social				
	Problem Solving				
	Language/Communication				
	Fine Motor Skills				
Gross Motor Skills					

Hearing Screen	<input type="checkbox"/> Screened at 20dB: Indicate Pass (P) or Refer (R) in each box.	<input type="checkbox"/> Referred to Audiologist/ENT <input type="checkbox"/> Unable to test – needs rescreen <input type="checkbox"/> Permanent Hearing Loss Previously identified: ___Left ___Right <input type="checkbox"/> Hearing aid or other assistive device												
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<input type="checkbox"/> Screened by OAE (Otoacoustic Emissions): <input type="checkbox"/> Pass <input type="checkbox"/> Refer														

Vision Screen	<input type="checkbox"/> With Corrective Lenses (check if yes)				
	Stereopsis	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Not tested	
	Distance	Both	R	L	Test used:
		20/	20/	20/	
<input type="checkbox"/> Pass <input type="checkbox"/> Referred to eye doctor <input type="checkbox"/> Unable to test – needs rescreen					

Dental Screen	<input type="checkbox"/> Problem Identified: Referred for treatment <input type="checkbox"/> No Problem: Referred for prevention <input type="checkbox"/> No Referral: Already receiving dental care
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Recommendations to (Pre) School, Child Care, or Early Intervention Personnel	Summary of Findings (check one): <input type="checkbox"/> Well child; no conditions identified of concern to school program activities <input type="checkbox"/> Conditions identified that are important to schooling or physical activity (complete sections below and/or explain here): _____ _____ _____ _____	
	___ Allergy <input type="checkbox"/> food: _____ <input type="checkbox"/> insect: _____ <input type="checkbox"/> medicine: _____ <input type="checkbox"/> other: _____ Type of allergic reaction: <input type="checkbox"/> anaphylaxis <input type="checkbox"/> local reaction Response required: <input type="checkbox"/> none <input type="checkbox"/> epi pen <input type="checkbox"/> other: _____	
	___ Individualized Health Care Plan needed (e.g., asthma, diabetes, seizure disorder, severe allergy, etc)	
	___ Restricted Activity Specify: _____	
	___ Developmental Evaluation <input type="checkbox"/> Has IEP <input type="checkbox"/> Further evaluation needed for: _____	
	___ Medication. Child takes medicine for specific health condition(s). <input type="checkbox"/> Medication must be given and/or available at school.	
	___ Special Diet Specify: _____	
	___ Special Needs Specify: _____	
	___ Other Comments: _____	

Health Care Professional's Certification (Write legibly or stamp):		
Name : _____	Signature: _____	Date: ____/____/____
Practice/Clinic Name: _____	Address: _____	
Phone: _____ - _____ - _____	Fax: _____ - _____ - _____	Email: _____

AUTHORIZATION FOR RELEASE AND/OR EXCHANGE OF INFORMATION

To: _____

SUBJECT: Records Request

I hereby request and authorize that the following information

- | | |
|---|--|
| <input type="checkbox"/> STUDENT EDUCATIONAL RECORDS
(Withdrawal Grades/Transcripts/Report Cards) | <input type="checkbox"/> IEP (IF APPLICABLE) |
| <input type="checkbox"/> STATE/LOCAL TEST SCORES | <input type="checkbox"/> ELIGIBILITY MINUTES |
| <input type="checkbox"/> HEALTH/IMMUNIZATION | <input type="checkbox"/> PSYCHOLOGICAL REPORTS |
| <input type="checkbox"/> DISCIPLINE | <input type="checkbox"/> SOCIOLOGICAL HISTORY REPORTS |
| <input type="checkbox"/> ATTENDANCE | <input type="checkbox"/> EDUCATIONAL REPORTS |
| | <input type="checkbox"/> OTHER: _____ |

Be released on

_____ (Name of Student) _____ (Date of Birth)

To release **and/or** exchange records with (Name of person, activity, division, agency, and department):

Sent to the address indicated below:

Date: _____ **Authorized Signature:** _____

This authorization is effective for one (1) year from date of signature.

Parental Permission is not required when authorized school personnel request records. (Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 24673).



Student Transportation Childcare Request Form

School: _____ Grade: _____ Pupil No: _____

Student's Full Legal Name:

_____ (Legal Last) _____ (Legal First) _____ (Legal Middle)

Transportation Childcare Rules

In-Zone Childcare

- Check "**School Zone Finder**" on the NNPS website for school zone information: www.nnschools.org/zonefinder
- Childcare address must be within the same school zone the child attends
- Contact your child's school for a list of **in-zone** frequently used childcare facilities
- Childcare AM/PM address **can** be different if located within the same school zone

MAGNET/TAG/ESL

- Childcare address **MUST** be requested from the same AM/PM location (Transportation **cannot** support a different am and pm stop for Magnet/TAG/ESL programs)

General Childcare Guideline

- Approved bus stops will be within 0.3 miles of a daycare provider address. (Often parents and/or child care providers expect door to door service.)
- This is a request only and does not guarantee approval.
- Childcare must be requested **EVERY** school year prior to mid August

Childcare Name: _____

Childcare Address: _____

Childcare Phone Number: _____

Request Start Date: _____

Choose from the selection below:

Childcare **To and From** School: Childcare **To** School only: Childcare **From** School only:

_____ Date

Parent, Legal Guardian or Person having control or charge of child

(Office Use Only) – Keep until end of current school year and then destroy.

Entered on Transportation website

School Personnel entering data _____ Date entered _____



12465 Warwick Boulevard, Newport News, VA 23606-3041

**AFFIDAVIT
ABSENCE OF CERTIFIED BIRTH CERTIFICATE**

Commonwealth of Virginia
City of Newport News, to wit:

_____, being first duly sworn upon oath, based upon his/her personal knowledge, answers the following questions as noted in his/her handwriting, which are propounded by duly authorized officials of the Newport News Public Schools (Division) concerning a pupil's identity and age requesting enrollment as a pupil within the Division in accordance with **Section 22.1-3.1 of the Code of Virginia**.

1. What is your name? _____
2. Have you been advised by an official of the Division, and do you understand that you are required to answer the questions contained in this Affidavit as a condition to the enrollment and admission of a pupil into the Division because of your inability to supply the Division with a certified copy of the pupil's birth record? _____
3. **Do you understand that our School Board Policy JF-P says a parent/guardian must produce a certified birth certificate within ninety days from the time of enrollment in order for the child to remain in school, if an affidavit is submitted for school admission purposes?** _____
4. Do you understand that giving a false or otherwise untrue answer to any of the questions in this Affidavit could result in a criminal charge of perjury being brought against you? _____
5. Do you understand that when a question in this Affidavit asks if you have knowledge of or if you know of an instance or situation, it means that you are expected to relate any information received from other people, and to relate the source of your knowledge and information? _____
6. What is the full name of the pupil you wish to enroll in the Division?

7. What is the age, date of birth, and place of birth of the pupil being enrolled in the Division?
AGE: _____ **DATE OF BIRTH:** _____
PLACE OF BIRTH: _____

8. Who are the parents, parents by legal adoption, or person serving *in loco parentis* and responsible for the care of the pupil desired to be enrolled?

Provide the address of residence of the person(s) listed above:

9. Do you have legal custody imposed by a court order or have you been designated court appointed guardian for the pupil desired to be enrolled? _____

If so, what court entered such an order and what type of case was it (i.e., custody hearing, etc.)? _____

10. Why are you unable to present a certified copy of the birth record of the enrolling student?

11. **What documentary (written) proof can be or is offered of the pupil's identity and age?**
(Attach copy of document presented.)

12. To the best of your knowledge has the pupil ever been reported to any law enforcement agency as a missing child? _____

If response to question #11 is yes, identify by name and address the law enforcement agency and date of report.

AFFIANT

Sworn to and subscribed before me this _____ day of _____, _____.
Witness my hand and official seal.

My Commission expires: _____

NOTARY PUBLIC

SEAL

Section 22.1-3.1 of the Code of Virginia