



Wakulla County School District
Student Enrollment Packet / Receipt of Information
2021 - 2022

Dear Parent/Guardian:

Listed below are the contents that are included in the Wakulla County School District Enrollment Package. If you are enrolling a student for the first time in this district, you will need to complete each of the forms listed below. If your student is currently enrolled in the district, please complete only the annual forms.

Initial Enrollment **Annual Update**

- Initial Registration Form (*Initial*)
- Permission to Publish (*Initial, Kindergarten, 6th and 9th Grades*)
- Consent for Release of Student Records (*Initial*)
- Student Network Contract (*Initial, Kindergarten, 6th and 9th Grades*)
- Annual Student Data Form (*Annual*)
- Emergency and Medical Information Form (*Annual*)
- Supervised Field and Activity Trips Emergency Medical Treatment Form (*Annual*)
- Student Residency Survey: McKinney Vento (*Optional*)

Children experiencing documented homelessness, are in foster care, or are known to the Department of Health as defined in Section 39.0016 shall be given a temporary exemption for up to thirty (30) days to produce birth and health records and acceptable documentation verifying the child's birth date. Acceptable documentation includes a birth certificate, foreign birth certificate, physician's certificate showing date of birth, adoption record, an affidavit from a parent, previously verified school records, or any other documents permitted by law.

In addition, **I understand** that all the above forms, my child's school handbook and the Wakulla County Code of Conduct and Attendance policy are available for review at <http://www.wakullaschooldistrict.org>. **Click on Resources - School Forms, Handbooks and Reports.** In the event I do not have computer access, **I understand** that there are computers available in the school library, at kiosks in the Wakulla County District HR Office, etc.

I also understand that a hard copy of the forms may be received by either printing from the website or requesting a copy from the school office.

Thank you for completing the information forms and returning them to your child's teacher. It helps us provide a safe environment conducive to learning for your child.

Student's Name

Enrollment School

Parent Name (Please Print)

Parent Signature

Date



Wakulla County Schools
Initial Student Enrollment Form 2021 - 2022

STUDENT INFORMATION To be completed by Parent/Guardian only. Use pen.

Form fields for Student Information including: Student's Legal Last Name, Student's Legal First Name, MI, Student Social Security Number, Age, Sex (M/F), Grade, Florida Student # (if known), Home (911) Address/City/State/Zip, Mailing Address (if different from residence address above), Home Phone, Student Cell Phone, Birth Date, Birth City, Birth State, Birth Country (if outside of the U.S.), Dated Student Entered U.S., Date First Entered U.S. School, and questions about previous education and race.

HOME LANGUAGE SURVEY and PRIOR DISCIPLINE sections. Home Language Survey includes questions about language use at home. Prior Discipline includes a table with questions about school expulsions, arrests, and placements.

PARENT/GUARDIAN INFORMATION

Form fields for Parent/Guardian Information including: Mother/Female Guardian Name, E-Mail Address, Home Phone, Cell Phone, Work Phone, and Father/Male Guardian Name, E-Mail Address, Home Phone, Cell Phone, Work Phone.

STUDENT LIVES WITH: (check one) Both Parents (same address), Mother, Father, Other.
Have you moved in the last three years to seek employment as a paid laborer in any type of farming (sod, dairy, chicken, vegetable) or fishing? Yes No
Is the student part of a military family? Yes No If yes, please complete the Military Family Student Form

CERTIFICATE OF RESIDENCY (please see district website or school for requirements)

The parent/guardian(s) as listed above the proper individual(s) to receive all notices, reports or other communications pertaining to the educational progress and school conduct of the aforesaid minor child. The parent/guardian(s) is/are proper person(s) to notify in the event of any emergency of any emergency involving the aforesaid minor child.

The Certificate of Residency is made for the purpose of enrolling the above minor child as a student into the public school system of Wakulla County, FL. The parent/guardian(s) will notify the Wakulla County School District of any changes with regard to any of the matters set forth above.

Please note that transfer students may attend school 30 days while their school records are being obtained.
Exemption: The McKinney-Vento Act requires that all homeless children and youth have equal access to a free, appropriate public education. Homeless students should be enrolled immediately, even if they do not have their records with them at the time of enrollment. School records should be obtained after enrollment.

Please check here and complete the Student Residency if you feel that your child lacks a fixed, regular and adequate nighttime residence and may qualify as homeless under the federal McKinney-Vento Act.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT, AND ANY FALSE OR MISLEADING INFORMATION MAY RESULT IN MY CHILD BEING EXCLUDED FROM SCHOOL.

Parent/Guardian Name (Printed), Parent/Guardian Signature, Date



Wakulla County School District
Permission to Publish 2021-2022

Student Name

School

Throughout the school year our students are photographed or videotaped while participating in classroom activities and/or fieldtrips. These photographs may be used as class projects, bulletin boards, school webpages, classroom newsletters, school information guides and/or newspapers.

Please give your permission for your student to be photographed and/or videotaped as a part of these educational experiences.

- YES**, I give permission to Wakulla County School District to use photographs or videos of my child, as well as artwork or stories produced by my child as listed above.
- NO**, I do not want my child's picture, name or work samples to appear in any news articles or websites.

This permission does not extend to social network sites, instructor's personal sites, electronic transmissions or internet videos (such as YouTube).

By signing this form, the response selected above will remain in effect for the duration of the student's enrollment in the Wakulla County School District. Any changes should be submitted to your student's school in writing.

Parent Name (Please Print)

Parent Signature

Date



Wakulla County School District
Consent for Release of Student Records 2021-2022

A. Student Information

Student Legal Name, Date of Birth, Social Security Number, Grade

B. School Information

School Name, School Address

C. Records to Be Released

- Transcript of academic records (grades & credits)
Cumulative records
Standardized achievement test scores
Discipline records
Exceptional student staffing report and individual education program
Health screening information
Medical reports
Psychological report
Social worker's report
Other

D. Records to Be Released To

Agency or Individual, Mailing Address, City, State, Zip

The Final Regulations of the Family Educational Rights and Privacy Act (Buckley Amendment) dated June, 1976, no longer requires written parental consent to release educational records between schools.

These rules state that officials in school systems in which the student may intend to enroll may release and receive a student's records without a written consent for such release. Florida Statute 228.095 and State Board of Education Rule 6A-1.955.

Official Use Only

Date Records Sent, Sent By (Name Printed), Sent By Signature



Wakulla County School District
Student Network Contract
2021-2022

Student Contract
Acceptable Use Policy

The Wakulla County School Board’s Network(s) provide access to network(s)/internet services for educational purposes. The internet is an information highway connecting thousands of computers all over the world. I understand that I will have access to the internet and with this access comes the availability of some material that may not be considered of educational value within the context of the school setting.

Efforts will be made to direct students to educationally related material. However, on a telecommunications network it is impossible to control all materials and sites. I believe that the valuable information and interaction available on the network(s)/internet services far outweigh the possibility of users gaining access to sites that are not acceptable.

I understand that if I violate the attached Acceptable Use Policy and guidelines established by the Wakulla County School Board, I will have my access to the network(s) services denied and terminated. My signature indicates that I have read the Acceptable Use Policy of the Wakulla County School Board and that I understand the significance of the terms and conditions of the Policy.

Student’s Name (Please Print)

Enrollment School

Students Signature

Date

Parent or Guardian Contract
Acceptable Use Policy

As the parent or guardian of _____, I have read the Terms and Conditions of the Wakulla County School Boards Acceptable Use Policy. I understand that this access is designed for educational purposes. I understand that some materials on telecommunications networks may be objectionable, but I accept responsibility for guidance of network use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

I understand that this permission will be in effect for the duration of my student’s education experience at this school. As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked telecommunications services.

Parent/Guardian Name (Please Print)

Date

Parent/Guardian Signature

Home/Cell Phone

Work Phone

Wakulla County School Board Network Access Statement and Policy

The Wakulla County School Board's Telecommunications Network(s) provide an exciting opportunity to expand learning and job efficiency for all stakeholders. The fundamental goal of the network service is to provide Wakulla County educators, students and support personnel with access to resources that enhance learning and/or improve job performance. At WCSB facilities, student access to and use of electronic networks will be under adult direction and will be monitored as any other school related activity.

Facilities that are a part of the school district have the capacity to connect to various network-internet services. With these opportunities comes the responsibility for appropriate use. It is understood that persons signing the telecommunication user contracts have read or had explained the School Board Policy for acceptable uses of, and users responsibilities for network/internet services supported by WCSB.

With widespread access to resources from all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. There is the possibility that some material or individual communication is not suitable to school-age children. The WCSB views information gathered from electronic communications' networks in the same manner as reference materials identified by the school system. Specifically, the District supports resources that will enhance the learning environment with direct guidance from the faculty and staff.

It is realized that it is impossible to control all materials on the global network and an industrious user may discover inappropriate information. Efforts to monitor such occurrences and to minimize continued opportunities will be vigilant. THE WCSB cannot prevent the possibility that some users may access material that is not consistent with the education mission, goals and policies of the school district since the electronic telecommunications is obtained from sources outside the school setting. However, the technology policy and the subsequent procedures are an effort to maintain a healthy learning environment.

Disciplinary action may be taken against any student or employee who misuse the telecommunication systems. Links to all schools/programs can be found on the WCSB website: www.wakullaschooldistrict.org.

8.60+ TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

POLICY:

1. The use of Internet and/or other electronic communication networks by teachers, staff, and students is encouraged. Because such networks may contain inappropriate materials or may be inappropriately used or accessed, the Superintendent or designee shall develop guidelines relating to access and use of such networks through school equipment or facilities.
2. Such guidelines shall be broadly distributed and / or posted in appropriate locations. Such guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; security; vandalism; harassment; and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
3. Access to telecommunications networks and specifically the World Wide Web is coordinated through a complex association of government agencies and regional and state networks. The operation of the Internet and other electronic networks relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, his / her use of the network services will be terminated and future access will be denied. The signature(s) on the contract indicates that the user(s) have read the terms and conditions carefully and understand their significance.
 - A. Usage
 1. The user of the services must be in support of the educational goals and policies of the Wakulla County Public School District.
 2. The use of any other network or computing resources must be consistent with the rules appropriate to that network. This includes but is not limited to laws and regulations regarding:
 - a. Copyrighted material
 - b. Threatening, obscene or profane material
 - c. Material protected by trade secret
 - d. Reporting of personal communications without author's permission, which is prohibited.
 3. The use of another individual's name or identification, or trespassing in another's folders, work or files is prohibited.
 4. The use of electronic networks for commercial activities is prohibited.
 5. The use for product advertisement or political lobbying is prohibited.
 6. The malicious attempt to harm or destroy data of another user, or any other network, is considered vandalism and is prohibited.
 7. The damaging of computers, computer system(s) or computer networks is prohibited.
 - B. Privileges - The user of electronic networks is a privilege. Inappropriate use will result in a cancellation of that privilege. Each individual who signs a contract will receive information pertaining to the proper use of the network. Administrators will decide if usage is inappropriate and their decision is final. Services may be denied by the district at any time deemed necessary or by recommendation of the administration, faculty or staff.
 - C. Netiquette - A user is required to abide by the rules of the network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number or those of others. Electronic mail is not guaranteed to be private. Do not disrupt the network, the data or other users.
 - D. Warranties - The Wakulla County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Wakulla County Schools will not be responsible for any damages suffered including loss of data. The district will not be responsible for the accuracy or quality of information obtained through this network connection.
 - E. Security - When a security problem is identified, notify a teacher, media specialist, the supervising adult and / or the school or district administration immediately. Do not show or identify the problem to others.
 - F. Updating User Information and Required Contracts - The District must be notified of any changes in contract information (address, school, etc.) in order to continue network access. All users - staff, adult community users, and students will sign a contract acknowledging awareness of the policy, in order to access the network. Schools / Programs will maintain user contracts for all users. Contracts will be renewed upon change of school / program (i.e., Elementary to Middle, Middle to High School) and / or job assignment.
 - G. Vandalism - Vandalism will result in cancellation of one's privileges. Vandalism is defined as any malicious attempt to harm or destroy data or another use, Internet or other networks. This includes the creation of or the unloading of computer viruses to the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
 - H. Acceptance of Terms and Conditions - All terms and conditions as stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States of America.



Wakulla County Schools
EMERGENCY AND MEDICAL INFORMATION 2021-2022

School: _____

STUDENT INFORMATION To be completed by Parent/Guardian only. Use pen.
Student's Legal Last Name, Student's Legal First Name, MI, Nickname, Birth Date, Student Social Security Number, Age, Sex/Race, Grade, Homeroom Teacher/First Period, Address/City/State/Zip, Mailing Address (if different from residence address above)

PARENT/GUARDIAN INFORMATION
Mother's Name, Place of Employment, Home, Cell, Work, Father's Name, Place of Employment, Home, Cell, Work, Guardian's Name (if applicable), Place of Employment, Home, Cell, Work
STUDENT LIVES WITH: (check one) [] Both Parents (same address) [] Mother [] Father [] Other
Custody: (List any special custody problems. Appropriate legal documentation must be on file in a student's cumulative folder)
Siblings at this school: _____

DOCTOR AND INSURANCE INFORMATION
Doctor's Name, Address, Phone, Specialist Doctor's Name, Address, Phone
HEALTH INSURANCE: [] Healthy Kids Acct# [] Medicaid ID # [] Other Insurance Policy # [] Children's Medical Services: Name of case manager [] None at this time

HEALTH CONDITIONS:
[] Allergy (specify severity below) [] Asthma [] Seizure/Epilepsy [] Diabetes [] ADHD
[] Requires EpiPen [] Requires medication/inhaler available at school [] Requires Diastat [] Type 1 [] Pump [] Pen [] Medication Required [] Home [] School
[] Anemia [] Arthritis [] Cancer (specify below) [] Cerebral Palsy [] Cystic Fibrosis [] Ear Infections (repeated) [] Emotional Difficulties (specify below) [] Gastrointestinal Condition [] Headaches (specify below) [] Hearing Impairment [] Hemophilia [] Heart Disease/Murmur (specify below) [] High Blood Pressure [] Hypoglycemia [] Kidney Disease [] Leukemia [] Muscular Dystrophy [] Motor Impairment [] Nosebleeds [] Physical Impairment [] Pregnancy [] Psychology Disorder (specify below) [] Scoliosis [] Sickle Cell Disease [] Sickle Cell Trait [] Skin Condition (specify below) [] Speech Impairment [] Transplant (specify below) [] Urological Conditions [] Other (specify below) [] ESE (specify below) (Exceptional Student Education) [] None Known

Religious restrictions (specify): _____

Specify severity of health conditions and specify restrictions on activity and any accommodations needed while at school: _____

List all medications (prescription and non-prescription, including "as needed" and emergency meds) that student takes:

At home: _____

At school: _____

****TURN FORM OVER TO COMPLETE - Signature required on back****

HEALTH SCREENINGS

The Wakulla County Health Department and Wakulla County Public Schools coordinate annually to provide state mandated health screenings for students in Wakulla County Schools. Health Screenings may help identify the need for further evaluation. Florida Law requires that parents be informed in writing at the beginning of each school year that children will receive such services. **This serves as that notification. If no box is checked, your child will be screened.**

HEALTH SCREENING DESCRIPTIONS

Vision and Hearing: Identifies possible vision and hearing problems using a standardized procedure.

Scoliosis: Observes for possible abnormal curvature of the spine while wearing everyday clothes.

Body Mass Index: Measures height and weight to calculate Body Mass Index (BMI) while wearing normal clothing without shoes. The BMI calculation tells us if a child is in the normal ranges for height and weight, or is outside the norm and has increased potential to develop certain chronic diseases during childhood or adulthood.

<u>HEALTH SCREENING TYPE</u>	<u>GRADE(S)</u>
Vision	K, 1, 3 & 6
Hearing	K, 1 & 6
Scoliosis (Abnormal curvature of the spine)	6
Body Mass Index (Height and Weight)	1, 3 & 6

I **do not** want my child to participate in the following health screenings (check all that apply):

- Vision Screening
- Hearing Screening
- Scoliosis Screening
- Body Mass Index

Parent/Guardian Signature

Date

EMERGENCY CONTACTS AND PRIVACY INFORMATION

Child Pick-Up/Emergencies: Should my child become ill or injured during the school is unable to contact me, I hereby give the school permission to contact one or more of the following persons to pick up my child at school and care for my child during my absence. *(Must be at least 18 years of age)*

1 _____ Name	_____ Relationship	_____ Telephone	3 _____ Name	_____ Relationship	_____ Telephone
2 _____ Name	_____ Relationship	_____ Telephone	4 _____ Name	_____ Relationship	_____ Telephone

In case of accident or serious illness during the school day, I request that the school contact me. In case of an emergency, I hereby give the school permission for my child to be transported by Emergency Medical Services to the hospital and given the necessary treatment. **All students will receive care for emergencies and injuries.** I understand that I will be responsible for any and all related charges. I understand that it is the parent's/guardian's responsibility to notify the school of any change in this information throughout the school year.

I give consent for this information on this form to be reviewed and utilized by Wakulla County Schools and Wakulla County Health Department Staff to provide school health services.

Parent/Guardian Signature

Date

Wakulla County Schools relies on Medicaid reimbursements to support the delivery of health care services in clinics throughout the school district. By signing below you are giving Wakulla County Schools permission to utilize information contained on this form that is required by the Agency for Health Care Administration in order to verify Medicaid eligibility. In addition, you are giving permission for Wakulla County Schools to access your child's public benefits to pay a share of the cost for services provided as referenced in the child's Individual Education Plan (if applicable). At no time will you be required to incur out of pocket expenses for these services regardless of your child's Medicaid eligibility status. Any personally identifiable information about our child will not be disclosed to any other organization for any purpose except what has been noted above.

Parent/Guardian Signature

Date

