

King Philip Regional School District

Student Records, Registration, & Withdrawal

Procedures

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Registration

At the time of registration, parents are required to present the following documentation:

- **Current immunization record:** A copy of the complete immunization record which meets state requirements **must be provided prior to school entrance.** Forward the immunization record to the school nurse immediately for review and approval for school attendance.
- **Copy of Original Birth Certificate**
- **Previous School Records**
- **Student Enrollment Packet**

Three (3) Proofs Residency and Identification.

Proof 1: Evidence of Residency: One (1) of the following:

- Recent mortgage payment and/or property tax bill
- Fully signed and executed Lease and/or Rental Agreement (Must be executed by both parties)
- Landlord/Owner of Property Affidavit for those who cannot produce proof of ownership or Lease.
- Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs within 30 days of enrollment)
- Section 8 Agreement

Proof 2: Evidence of Occupancy: One (1) of the following:

- Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated)
- Recent bill dated within the past 45 days showing address and name (Note: A Residency Statement/Affidavit is required with this option)
- Occupancy Statement/Affidavit must be notarized if a bill cannot be provided prior to student's enrollment.

Proof 3: Identification of Parent/Guardian: One (1) of the following:

- Valid MA Driver's License
- Valid MA Photo ID Card
- Valid Passport
- Other Government issued Photo ID

Student Registration: Special Circumstances

Homeless Students

Homeless students are students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of adequate alternative accommodations; are living in emergency or transitional shelters, or are abandoned in hospitals. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings. Children and youths are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children.

Enrollment:

- Students who chose to enroll in a school where they are temporarily residing **must be enrolled immediately**, even if they do not bring the records usually required for enrollment with them;
- if a homeless student arrives without records, the previously attended school district is contacted and the required records requested;
- that homeless students are attending school while the records are being requested;
- information about a homeless student's living situation shall be treated as a student education record and not deemed directory information. It, therefore, cannot be shared with the public, including landlords.
- School staff suspecting a family or student is homeless or struggling with housing instability should have a conversation with the family/student regarding their living arrangement. Suggestions, questions and guidance is in the appendix. The information gained from that conversation should be evaluated against the definition of homelessness in McKinney-Vento to determine whether the Act applies.

Students who have been homeless during the school year and become permanently housed have the right to remain enrolled in their school of origin with transportation if needed through the end of the school year (June).

Students in Foster Care

If it is in the best interest of a foster care student to leave the school of origin. The student must **immediately enroll** without waiting to receive the typical student enrollment documentation (other than emergency contact information).

- The enrolling school must immediately contact the child's school and the district of origin to obtain the relevant records and documentation. The school and district of origin should immediately transfer those records.
- To facilitate enrollment, DCF representatives will present a Notice to LEA (Local Educational Agency) form that indicates that the student is in foster care, along with their state-agency identification badge, to the local school district when enrolling students.
- Children in foster care needing transportation to the school of origin will need to receive transportation promptly. Contact the Student Services Office to arrange transport.

Reporting Homeless and Foster Care Students

- Students who are homeless or in foster care need to be flagged in Infinite Campus when they enroll in the district as a new student or when school personnel learns that an already enrolled student has become homeless or placed in foster care.
- Only students enrolled in the district should be entered (do not enter a sheltered student/placed in the district and transported back to their school of origin in another community).
- Students whose homelessness or foster care placement spans school years will need to be re-entered in subsequent years.

Massachusetts Caregiver Authorization Affidavit

If a child is living with someone other than a parent (caregiver), the parent may give the caregiver permission to make medical and educational decisions. The Caregiver Form (in the appendix) provides the caregiver with the right to make decisions without a court order. The form only provides the caregiver with the right to make medical and educational decisions for the child.

Even though the parent has signed the form giving the caregiver medical and educational decision making authority for the child, the parent keeps the right to make these decisions as well. If there is a disagreement, the parent makes the final decision. The Caregiver Form is valid for up to 2 years. At any time, the parent can write a letter to the caregiver, saying that the caregiver no longer has permission to make these decisions.

Student Transferring

Students transferring into a new school district must provide the new district with "a complete school record," including but not limited to" any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act." **603 CMR 23.07(4)(g) allows a school district to release a transferring student's entire student record to the new school without prior consent.**

However, because some student health records may contain information that is particularly confidential, the health records of a transferring student should be sent by the school nurse of the school the student is leaving directly to the school nurse of the new school. If the record's nature is not particularly confidential, the health record can be sent with all other records.

Families must complete the ***Student Withdrawal Form, Release of Information Form, and report where the student will be enrolled.*** Families may take a hard copy of the records to the new school. However, an original copy must be sent separately to the new school to verify the student's whereabouts.

Before the student leaves, ensure all school materials have been returned (textbooks, Chromebook/charger, calculators, etc.) and collect any fees owed (cafeteria money, lost books, etc.). It is not permissible to hold the release of records until all materials and funds have been collected.

Provide notice to the parent that the student's temporary record will be destroyed no later than seven years after withdrawing from the district.

Student Records

The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. ***The school district keeps the transcript for at least sixty years after the student leaves the system.***

The temporary record contains the majority of the information maintained by the school about the student. This may include standardized test results, class rank; school-sponsored extracurricular activities, evaluations, and comments by teachers, counselors, and other persons; disciplinary records; and other information. ***The temporary record is destroyed within seven years after the student leaves the school system.***

Release of Records

Non-Custodial Parents

A non-custodial parent (does not have physical custody) is eligible to obtain access to the student record ***unless:***

- The parent's access to the child is currently prohibited by a temporary or permanent protective order, except where the protective order or any subsequent order modifies the protective order, explicitly allowing access to the information.
- There is an order of a probate and family court judge that prohibits student records distribution to the parent.
- The parent is denied visitation or, based on a threat to the child's safety, is currently denied legal custody of the child or is presently ordered to supervised visitation. The threat is expressly noted in the order pertaining to custody supervised visitation.

The student's ***record shall include a document indicating that a non-custodial parent's access*** to the student's record is limited or restricted. The non-custodial parent must ***submit a written request*** for the student record to the school principal to obtain access. Upon receipt of the request, the school must ***immediately notify the custodial parent*** by certified and first-class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with ***access after 21 days*** unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access.

The school must delete all electronic and postal address and telephone number information relating to the custodial parent's work or home locations from student records provided to non-custodial parents. Such records must be marked to indicate that they shall not be used to enroll the student in another school.

Upon receipt of a court order that prohibits distributing information, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Police and Prosecutors

Under state law, school personnel may report a crime, and may provide information about students to police related to the criminal incident. School superintendents are required to report to the local chief of police any incident involving a student's possession or use of a dangerous weapon on school premises. School principals are required to notify local law enforcement regarding incidents of bullying or retaliation if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

Otherwise, except in an emergency, school personnel may disclose student record information to police and prosecutors only upon consent of the parent or eligible student, or with a judicial order or lawfully issued subpoena. Schools must make a reasonable effort to notify the parent (or student, if the student is 18 or older) in advance of compliance unless explicitly prohibited in the court order. In a health or safety emergency, a school may disclose information regarding a student to appropriate parties if knowledge of the information is necessary to protect the student or other individuals' health or safety. This includes, but is not limited to, disclosures to the local police department and the Department of Children and Families.

School Resource Officer

King Philip's school resource officers are not employees of the school district and are considered law enforcement and governed by the regulations regarding disclosure to the police.

Probation Officers

The district may disclose student record information upon receipt of a probation officer request for a delinquent child. The district would need a written release or court order to release information on a Care and Protection case. Separately, a school may release student record information connected with a Child Requiring Assistance case if the school is a party to the case.

Department of Children and Families (DCF)

The district shall disclose student record information to DCF relating to reports of suspected child abuse or neglect. Mandated reporters (including teachers and other school personnel) to report cases of suspected child abuse or neglect to DCF. Mandated reporters are to disclose to DCF upon request any information that may be relevant to an investigation of a case of suspected abuse or neglect.

If DCF has custody of the student, a school may disclose student records to DCF because DCF is acting as the parent. If DCF does not have custody, schools may disclose student record information to DCF only upon consent of the parent or eligible student, or with a court order provided that the school makes a reasonable effort to notify the parent (or student, if the student is 18 or older), in advance of compliance.

Department of Youth Services (DYS)

Student record information may be disclosed for a committed youth upon receipt of a DYS request or with a court order or lawfully issued subpoena. The district must make a reasonable effort to notify the parent (or student, if the student is 18 or older) in advance of compliance unless explicitly prohibited in the court order.

Juvenile Court Investigators

Student record information may be disclosed to the Juvenile Court Investigator upon the consent of the parent or eligible student or with a court order or lawfully issued subpoena provided that the district makes a reasonable effort to notify the parent (or student, if the student is 18 or older), in advance of compliance.

Probate and Family Court

The district may disclose student record information to the Probate and Family Court upon the consent of the parent or eligible student or with a court order or lawfully issued subpoena provided that the school makes a reasonable effort to notify the parent (or student, if the student is 18 or older), in advance of compliance.

Juvenile Court Clinicians

The district may disclose student record information to the Juvenile Court clinician upon the consent of the parent or eligible student or with a court order or lawfully issued subpoena provided that the school makes a reasonable effort to notify the parent (or student, if the student is 18 or older), in advance of compliance.

Care & Protection Attorney

The district may disclose student record information to a student's Care and Protection attorney upon the consent of the parent or eligible student, or with a court order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent (or student, if the student is 18 or older), in advance of compliance.

Student's Delinquency Attorney

The district may disclose student record information to a student's delinquency attorney upon the consent of the parent or eligible student or with a court order or lawfully issued subpoena provided that the school makes a reasonable effort to notify the parent (or student, if the student is 18 or older), in advance of compliance.

Parent's Attorney

The district may disclose student record information to a parent's attorney upon the consent of the parent or eligible student or with a court order or lawfully issued subpoena provided that the school makes a reasonable effort to notify the parent (or student, if the student is 18 or older), in advance of compliance.

Guardian Ad Litem or Court Appointed Special Advocate

The district may disclose student record information to a GAL or CASA upon the consent of the parent or eligible student or with a court order or lawfully issued subpoena provided that the school makes a reasonable effort to notify the parent (or student, if the student is 18 or older), in advance of compliance.

Inspection of Record

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available as soon as practicable and ***within ten days after the initial request*** (except in the case of non-custodial parents) unless the parent or student consents to a delay.

The parent and eligible student (14 yrs old or have entered 9th grade) have the right to receive a copy of any part of the record. However, the school may charge a reasonable fee for the cost of duplicating the materials. Yet, a fee may not be charged if to do so would effectively prevent the parents or eligible students from exercising their right, under federal law, to inspect and review the records.

The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school or may invite anyone else of their choice to inspect or interpret the record with them.

A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position, and signature of the person releasing the information; the name, position and, if a third party, the affiliation, if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access.

Unless student record information is to be deleted or released, this log requirement shall not apply to:

- School administrators, teachers, counselors, and other professionals who are employed by the school committee or who are providing services to the student
- administrative office staff and clerical personnel who add information to or obtain access to the student record; and
- administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record
- school nurses who inspect the student health record.

School personnel shall have access to the student records of students to whom they are providing services when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

No third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent except for:

- Directory information released to athletic teams, class, participation in officially recognized activities and sports, degrees, honors, awards, and post-high school plans without the consent of the eligible student or parent.
- Upon receipt of a court order or lawfully issued subpoena, the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
- Upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services.

- Federal, state, and local education officials and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation, or enforcement of federal and state education laws, or programs
- Appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the student or other individuals' health or safety. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services.
- Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of such child to the appropriate law enforcement authority.
- Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll.
- School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in official duties' performance, without the eligible student or parent's consent.

Confidentiality of Record

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

Amendment of Record

The parent and eligible student have the **right to add** relevant comments, information, or other written materials to the student record. Also, the parent and eligible student have a right to **request in writing deletion or amendment of any information** in the student record, **except for** the information inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after accepting the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after completing the special education appeal process.

Any deletion or amendment shall be made following the procedure described below:

- Either student or parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
- The principal or his/her designee shall, **within one week** after the conference or receipt of the objection if no meeting was requested, **render to such student or parent a decision in writing**, stating the reason or reasons for the decision. If the decision is in favor of the student or parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.
- A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records

- The **temporary record** shall be destroyed no later than **seven years** after the student transfers, graduates, or withdraws from the school system. ***Written notice to the eligible student and his/her parent of the approximate date of the destruction of the record and their right to receive the information in whole or in part shall be made at the time of such transfer, graduation, or withdrawal.***
- The student's **transcript** shall be maintained by the school department and may only be destroyed **sixty years** following his/her graduation, transfer, or withdrawal from the school system.
- During the time a student is enrolled in school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her **parent are notified in writing and are given opportunity to receive the information or a copy of it before its destruction. A copy of such notice shall be placed in the temporary record.**
- School health documentation of **immunizations** will be retained **at least ten years** following the end of the calendar year in which the vaccine was administered.
- Massachusetts public health laws provide special confidentiality protections for certain health records. For example, under G. L. c.111, s.70F, a health care provider cannot disclose information about an individual's AIDS/HIV status without specific, informed, written consent of the individual. Therefore, it is recommended that school nurses keep this information in a separate confidential part of the health record, as personal nursing notes. Under 603 CMR 23.04, information maintained in the personal files of a school employee is not part of the student record if it is not accessible to or revealed (written or orally) to authorized school personnel or third parties. The information may be shared with the student and with a substitute or replacement nurse without becoming a part of the student's temporary record.
- A physician's records, including a school physician's records regarding treatment, are confidential and may not be released to anyone without either the parent's written consent (or the student in instances where the student consents to treatment) a proper judicial order. Records kept by a school-based health clinic operating as a satellite health center are considered medical records of that health center and are subject to medical records regulations, not Student Record Regulations.

King Philip Regional School District

Student Registration Packet

To register your child please fill out the registration packet and submit them with copies of the following documents, birth certificate, proof of residence, health record, the student’s last report card (if available) and current IEP/504 plan (if applicable). Once you have acquired the documents please call the school’s guidance office to schedule an appointment.

Upon receipt of the items listed below, please call

The Middle School Guidance Office at 508.541.3467 ext. 2416

The High School Guidance Office at 508.384.1000 ext. 3160

DOCUMENTATION REQUIRED FOR REGISTRATION

- Current physical (within the last 12 months), including immunizations
- Copy of birth original birth certificate
- Proof of residency, occupancy, and identification
- Court issued documents that name the child (if applicable)
- Current Individual Education Plan (IEP) or 504 plan (if applicable)

PROOF OF RESIDENCY

You must have at least one document from EACH of the following three columns as proof of residency.

Group A	Group B	Group C
Evidence of Residency	Evidence of Occupancy	Evidence of Identification
Home Ownership: <ul style="list-style-type: none"> ● Property Deed ● Recent Mortgage Payment ● Fully signed and executed Purchase & Sale Agreement ● Property Tax Bill 	<ul style="list-style-type: none"> ● Bank Statement ● Payroll Stub ● Cable Bill ● Gas Bill ● Oil Bill ● Home Phone Bill (cellular is not accepted) 	<ul style="list-style-type: none"> ● Valid MA Driver’s License ● Valid MA Photo ID Card ● Valid Passport ● Valid Other Government Issued Photo ID
Rental: <ul style="list-style-type: none"> ● Lease or Rental Agreement ● Residency/Occupancy Affidavit or Notarized letter 		

DCF CUSTODY	
FOSTER CARE	IS THE CHILD IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO
STATE WARD	IS THE CHILD A WARD OF THE STATE? <input type="checkbox"/> YES <input type="checkbox"/> NO
LAST SCHOOL ATTENDED	
ADDRESS OF LAST SCHOOL ATTENDED	
LAST SCHOOL ATTENDED PHONE	

FAMILY INFORMATION

VALOR ACT (MILITARY FAMILY STATUS)	
VALOR ACT (MILITARY FAMILY STATUS)	<p>BASED ON THE FOLLOWING, IS YOUR CHILD CONSIDERED TO BE PART OF A MILITARY FAMILY?</p> <ul style="list-style-type: none"> • ACTIVE DUTY MEMBERS OF THE UNIFORMED SERVICES, NATIONAL GUARD AND RESERVE ON ORDERS • MEMBERS OF VETERANS WHO ARE MEDICALLY DISCHARGED OR RETIRED WITHIN THE LAST 12 • MEMBERS WHO DIED ON ACTIVE DUTY <p><input type="checkbox"/> YES <input type="checkbox"/> NO ACTIVE DUTY MONTHS: _____</p>
PARENT/GUARDIAN INFORMATION (CONTACT 1)	
NAME OF PARENT/GUARDIAN	FIRST: LAST:
GENDER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
EMAIL ADDRESS	
RELATIONSHIP TO STUDENT	
MARITAL STATUS	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOW *If separated or divorced, child resides with: <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> BOTH (joint custody) <input type="checkbox"/> GUARDIAN <input type="checkbox"/> OTHER
LEGAL INFORMATION (if YES, please provide documentation)	CUSTODY: <input type="checkbox"/> YES <input type="checkbox"/> NO RESTRAINING ORDER: <input type="checkbox"/> YES <input type="checkbox"/> NO JOINT CUSTODY: <input type="checkbox"/> YES <input type="checkbox"/> NO AFFIDAVIT: <input type="checkbox"/> YES <input type="checkbox"/> NO Does this person have the right to dismiss the student? <input type="checkbox"/> YES <input type="checkbox"/> NO Does this person have the right to receive the student? <input type="checkbox"/> YES <input type="checkbox"/> NO Does this person live with the student? <input type="checkbox"/> YES <input type="checkbox"/> NO Does this person receive student's mail? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOME ADDRESS (if different from student)	

PHONE INFORMATION	HOME PHONE: CELL PHONE:
WORK PHONE NUMBER	

FAMILY INFORMATION

PARENT/GUARDIAN INFORMATION (CONTACT 2)	
NAME OF PARENT/GUARDIAN	FIRST: _____ LAST: _____
GENDER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
EMAIL ADDRESS	
RELATIONSHIP TO STUDENT	
MARITAL STATUS	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOW *If separated or divorced, child resides with: <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> BOTH (joint custody) <input type="checkbox"/> GUARDIAN <input type="checkbox"/> OTHER
LEGAL INFORMATION (if YES, please provide documentation)	CUSTODY: <input type="checkbox"/> YES <input type="checkbox"/> NO RESTRAINING ORDER: <input type="checkbox"/> YES <input type="checkbox"/> NO JOINT CUSTODY: <input type="checkbox"/> YES <input type="checkbox"/> NO NO AFFIDAVIT: <input type="checkbox"/> YES <input type="checkbox"/> NO Does this person have the right to dismiss the student? <input type="checkbox"/> YES <input type="checkbox"/> NO Does this person have the right to receive the student? <input type="checkbox"/> YES <input type="checkbox"/> NO Does this person live with the student? <input type="checkbox"/> YES <input type="checkbox"/> NO Does this person receive student's mail? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOME ADDRESS (if different from student)	
PHONE INFORMATION	HOME PHONE: _____ CELL PHONE: _____
WORK PHONE NUMBER	

EMERGENCY CONTACT INFORMATION	
NAME OF EMERGENCY CONTACT	FIRST: _____ LAST: _____
PHONE NUMBER	
RELATIONSHIP TO STUDENT	
NAME OF EMERGENCY CONTACT	FIRST: _____ LAST: _____
DAYTIME PHONE NUMBER	
RELATIONSHIP TO STUDENT	

SIBLING INFORMATION (BROTHERS/SISTERS OF STUDENT)	
NAME OF SIBLING	FIRST: _____ LAST: _____
DATE OF BIRTH OF SIBLING	_____
GRADE OF SIBLING	_____
NAME OF SCHOOL SIBLING ATTENDS	_____
NAME OF SIBLING	FIRST: _____ LAST: _____
DATE OF BIRTH OF SIBLING	_____
GRADE OF SIBLING	_____
NAME OF SCHOOL SIBLING ATTENDS	_____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

YOUR SIGNATURE INDICATES THAT YOU HAVE RECEIVED ALL THE NECESSARY INFORMATION TO COMPLETE THIS REGISTRATION.

FOR OFFICE USE ONLY

ID# _____ SASID# _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Immunizations Verified by Nurse | <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Proof of Residency Verified |
| <input type="checkbox"/> Current Physical Verified by Nurse | <input type="checkbox"/> IEP/504 Received | <input type="checkbox"/> Home Language Survey Received |
| <input type="checkbox"/> Release of Information Received | <input type="checkbox"/> Photo Release Received | |

King Philip Regional School District

Immunization Requirements to Attend School

Massachusetts school immunization requirements are created under the authority of 105 CMR 220.000 Immunization of Students Before Admission to School.

220.500: Immunization Requirements for Preschool, Elementary, and Secondary School Students

(A) **No student shall attend** a preschool, elementary school, or secondary school program **without a certificate of immunization documenting that the child has been successfully immunized** in accordance with current Department required immunization schedules, developed in accordance with the recommendations of the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention, or any successor committee serving a comparable function. Exemptions are allowed for medical reasons and religious beliefs.

Grades 7†

In ungraded classrooms, Grade 7 requirements apply to all students ≥ 12 years.

Tdap	1 dose; and history of DTaP primary series or age-appropriate catch-up vaccination. Tdap given at ≥ 7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been ≥ 10 years since last Tdap
Polio	4 doses; the fourth dose must be given on or after the 4 th birthday and ≥ 6 months after the previous dose, or a fifth dose is required. 3 doses are acceptable if the third dose is given on or after the 4 th birthday and ≥ 6 months after the previous dose
Hepatitis B	3 doses; laboratory evidence of immunity acceptable. 2 doses of Heplisav-B given on or after 18 years of age are acceptable
MMR	2 doses; the first dose must be given on or after the 1 st birthday and the second dose must be given ≥ 28 days after the first dose; laboratory evidence of immunity acceptable
Varicella	2 doses; the first dose must be given on or after the 1 st birthday and the second dose must be given ≥ 28 days after the first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

Beginning with the 2020-2021 school year, the influenza vaccine will be required for all students. Influenza vaccine is always important to receive to reduce the risk of getting sick with influenza, reduce the severity of disease if one does get sick (including the risk of hospitalization) due to influenza, as well as preventing the spread of influenza to others. During the COVID-19 pandemic, influenza vaccine will be especially critical to reduce the overall impact of respiratory illness on the population, protect vulnerable populations from severe illness, and decrease the overall burden on the healthcare system.

King Philip Regional School District

HOME LANGUAGE SURVEY

Home Language Survey

Massachusetts Department of Elementary and Secondary Education regulations require that *all* schools determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students. If a language other than English is spoken in the home, the District is required to do further assessment of your child. Please help us meet this important requirement by answering the following questions. Thank you for your assistance.

Student Information

			F	M
First Name	Middle Name	Last Name	Gender	
Country of Birth	Date of Birth (mm/dd/yyyy)	Date first enrolled in ANY U.S. school		

School Information

Start Date in New School (mm/dd/yyyy)	Name of Former School and Town	Current Grade
---------------------------------------	--------------------------------	---------------

Questions for Parents/Guardians

<p>What is the primary language used in the home, regardless of the language spoken by the student?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Which language(s) are spoken with your child? (include relatives -<i>grandparents, uncles, aunts, etc.</i> - and caregivers)</p> <p>_____ seldom / sometimes / often / always</p> <p>_____ seldom / sometimes / often / always</p>
<p>What language did your child first understand and speak?</p> <p>_____</p>	<p>Which language do you use most with your child?</p> <p>_____</p>
<p>How many years has the student been in U.S. Schools? (not including pre-kindergarten)</p> <p>_____</p>	<p>Which languages does your child use? (circle one)</p> <p>_____ seldom / sometimes / often / always</p> <p>_____ seldom / sometimes / often / always</p>
<p>Will you require written information from school in your native language?</p> <p><input type="checkbox"/> Y</p> <p><input type="checkbox"/> N</p> <p>If yes, what language? _____</p>	<p>Will you require an interpreter/translator at Parent-Teacher meetings?</p> <p><input type="checkbox"/> Y</p> <p><input type="checkbox"/> N</p> <p>If yes, what language? _____</p>
<p>Parent/Guardian Signature:</p> <p>X _____</p>	<p>_____</p> <p>Today's Date: (mm/dd/yyyy)</p>

King Philip Regional School District

PHOTO RELEASE

In order to promote some of the exciting programs and events in the King Philip Regional School District, we plan to continue the use of student photos on our district/school website, teacher's websites, blogs, and district approved Twitter/social media accounts. In addition, there are times when we will have coverage in the local newspaper or on local TV.

There may be an occasion when students are photographed or videotaped during school activities and events. These are wonderful times and our children really enjoy seeing their image in the local newspaper, on the school website, or on local TV.

So that everyone's rights are fully protected, we are asking that you fill out the bottom portion of this page and return it to school with your child. This will help us to make sure that your wishes are fulfilled. This is in compliance with the student's record release regulations and the Family Educational Rights and Privacy Act of 1974.

Thank you for your cooperation. Should you have any questions, please contact your child's school office.

Student's Name: _____

School Name: _____ Grade Level: _____

Please check one:

- Yes, my child may be electronically recorded/photographed
- No, my child may not be electronically recorded/photographed

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

King Philip Regional School District

REMOTE LEARNING OPPORTUNITIES NOTIFICATION AND GUIDANCE

September 7, 2020

Dear Parents/Guardians of King Philip Regional School District Students,

As you know, student attendance in our physical school buildings is significantly limited due to the COVID-19 pandemic. Because of this, the District will be providing students with remote learning opportunities, which may include analog materials, telephone calls, video conferencing, pre-recorded lessons, and other online services. Students are expected to participate in these services and will be provided with feedback on their work. Please reach out to us as soon as possible if you object to the use of remote learning opportunities or if your child will be unable to access the materials provided for him/her.

In accordance with state and federal laws, including the Massachusetts Wiretapping Act and FERPA, parents and students must refrain from recording any and all remote lessons. Unauthorized recording of remote/online learning services provided by or through the King Philip Regional School District and/or the dissemination of any such unauthorized recording, may result in a loss of technology privileges and a referral to local law enforcement authorities. Exceptions may be made on an individual basis due to special circumstances, and only with the consent of everyone involved in the lesson.

In addition, while parents/guardians are permitted to observe online instruction in a non-disruptive manner, to the extent that remote learning opportunities provide access to confidential student information, all participants agree, by participating in this remote learning opportunity, to refrain from disseminating any confidential student information about other student participants with any and all third parties. By participating in the remote learning opportunities, consent to this request is hereby provided.

Similarly, we ask everyone in our school community to recognize that video conferences and other online services will be taking place in the homes of the educators and students who participate in the calls, and to be mindful of everyone's right to privacy. To that end, we remind our students to dress appropriately and choose an appropriate location in their home from which to participate in any and all remote learning opportunities, particularly those with a video component. Parents/guardians should take all precautions to safeguard personal or private information that they do not wish to be disclosed.

Students will be expected to behave in accordance with school rules of conduct while participating in remote instruction. Cyber-bullying, harassment, discrimination, and abuse of the remote learning process will not be tolerated and may result in suspension from remote learning, as well as additional consequences when school resumes. The District also encourages its staff and students alike to limit disruptions to remote lessons to the extent feasible (while also recognizing that sometimes pets, small children, and technical difficulties cannot be prevented from disrupting a lesson that happens at home).

Special education teachers, ELL/SEI teachers, and individual service providers will be in contact with parents/guardians of students with specialized learning needs regarding necessary modifications to the remote instruction opportunities offered to other members of an individual student's class, as well as to discuss direct and group service provision.

The following online services are available to all students as part of the District's remote learning opportunities: •

Google Meet and Zoom – video communication tools

- **Google Classroom** - paperless forum for creating, distributing and grading assignments. An outline of the [Video](#)

[Conference Protocols for Students](#) can be found [here](#) and at the end of this letter.

All online programs used by the King Philip Regional School District adhere to the [student acceptable use and privacy policy](#). This policy is also posted on our [website](#) in the District Handbook.

Parents/guardians may choose to request that analog materials be provided as a substitute to online lessons to the extent feasible by contacting your child's building principal at the address listed below:

Ms. Michelle Kreuzer, King Philip Regional Middle School Principal
kreuzerm@kingphilip.org

Dr. Lisa Mobley, King Philip Regional High School Principal
mobleyl@kingphilip.org

By accessing these services, the District recognizes that you and your child consent to access online instruction and agree to fully comply with the requirements of this letter. We appreciate your time and attention to this notice.

Sincerely,

Mr. Paul A. Zinni, C.A.G.S.
Superintendent, King Philip Regional School District

Video Conference Protocols for Students

1. Treat virtual classes with the same respect and attention as in-person classes.
 - a. Join using your name as it appears on school records or in Infinite Campus.
 - b. You will be required to be on camera in order to be “present” and receive credit for work during each scheduled class.
 - c. Join from a location that has a neutral background such as a blank wall or use one of the backgrounds available to you through Zoom. If this is not possible, be aware of the appropriateness of background items that are in view of the camera and remove anything of a personal nature that you do not want broadcast.
 - d. Clothing should be school-appropriate.
 - e. Other members of the household should be aware that you are on a call and their voice\image may be picked up in the background.
 - f. Mute your microphone except when you are speaking and be aware of background noise that may be transmitted while you are not muted.
 - g. In the event that you are sharing your screen, be aware of open tabs or applications on the computer, especially materials that may be inappropriate in this setting.
2. Students will be required to show themselves on video during remote classes and also may be required to submit a video of themselves as part of an assignment or assessment. Please note that videos submitted for an assignment or assessment will only be seen by the teacher and/or teacher assistant and will not be posted or shared without the express written consent of the student.
3. Audio and/or video recording by a student of any remote classroom at any time is **strictly prohibited** and may result in disciplinary action and/or notification to police if this policy is violated.
4. Impersonating another student, “zoom-bombing”, or any behavior deemed egregious by administration will not be tolerated and may result in a loss of virtual learning opportunities (independent learning with non-virtual assignments). These behaviors will also be documented in the Student Information Management System and could become part of the student’s permanent discipline record.
5. Please adhere to any additional rules or norms that your teacher sets forth. Students who do not adhere to the instruction of the teacher/meeting facilitator may be muted and/or removed from the conversation. This will result in zeros for the work that was missed.
6. If you are experiencing technical difficulties when attending remote learning sessions, you must contact the help desk right away through email at StudentTechHelp@kinghilip.org and include any teacher whose class is affected by this issue. If email is not possible, you must call the main office to report your issue.

High School: 508-384-1000

Middle School: 508-541-7324

Failure to report technological issues immediately may impact your attendance and opportunity to make up missed assignments and/or assessments.

Please note: Teachers are mandated reporters and will continue to follow guidelines set forth in that responsibility during remote learning.

King Philip Regional School District

RELEASE OF INFORMATION

STUDENT'S FIRST NAME: _____ MIDDLE _____ LAST _____

DATE OF BIRTH: _____ GRADE ENTERING: _____ ENROLLING: _____
Month/Year

PREVIOUS SCHOOL INFORMATION

LAST SCHOOL ATTENDED: _____
Name of School

SCHOOL'S ADDRESS: _____
Street

_____ City/Town State Zip

SCHOOL'S PHONE NUMBER: _____ SCHOOL'S FAX NUMBER: _____

I authorize the KING PHILIP REGIONAL SCHOOL DISTRICT, as the system in which I am registering my child, to receive all school records including but not limited to:

- Official Permanent Record/Transcript (including a recent report card, academic level of achievement grading system)
- Exit Grades/Standardized Test Scores (including all MCAS scores if already a MA residence)
- Courses Taken/Course Titles
- WIDA/ELL Test Scores (including all DESE scores)
- Academic specializations/activities
- Official letters regarding status in school
- Attendance Records
- Discipline Records
- Medical Records (immunizations and physical exam information)
- Sports physical documentation
- Evaluation(s)/Special Education Records (IEP, 504 Plans if applicable)
- Verbal/Written Communication

I authorize the KING PHILIP REGIONAL SCHOOL DISTRICT to contact other sources to obtain information relative to my child's application.

PARENT/GUARDIAN SIGNATURE: _____ Date: _____

PLEASE MAIL OR FAX ALL PERTINENT RECORDS TO:

- King Philip Middle School.18 King Street. Norfolk.MA.02056
- King Philip High School.201 Franklin Street.Wrentham.MA.02093
Telephone 508-384-1000 . Fax 508-384-1018

King Philip Regional School District

Withdrawing Your Student

Parents/Guardians of all students withdrawing from one of King Philip Regional School District's tri-towns to another town/state, a private school, or Tri-County, you will need to formally withdraw your student(s) from the King Philip Regional School District (KPRSD).

To formally withdraw your student from KPRSD, you will need to:

- Complete the "Student Withdrawal form", Release of Information Form, and report where they will be next enrolled. Please contact the guidance Secretary for the forms and support for withdrawing.
 - **Middle School:** Bethany LaValley, at lavalleyb@kingphilip.org or call the guidance office at (508) 541-7324 ext. 2416 2.
 - **High School:** Lisa Gannon, at gannonl@kingphilip.org or call the guidance office at (508) 384-1000 ext. 3160
- Return these items:
 - Items borrowed from the school (Chromebook/charger, calculators, etc.)
 - All textbooks or pay for lost textbooks
 - Library books or pay for any lost Library books.
 - Cafeteria money owed

By completing and signing the "Student Withdrawal" form, you acknowledge that your student will be withdrawn from KPRSD. Your student's temporary record, which is all material other than your official transcript, will be destroyed no later than seven years after you withdraw from the school system.

If your student plans to return to KPRSD, you will be required to complete the student's return enrollment process.

King Philip Regional School District

Withdrawal/Authorization to Release Student Records

Current Information:

Student:	DOB:	Grade:
Home Address:		
Last Day in District:		
School Transferring From: <input type="checkbox"/> High School <input type="checkbox"/> Middle School		

Transferring Information:

New School Name:	
New School Address:	
Phone Number:	Fax Number:

Type of school the student is transferring to or reason for withdrawal:

- Public Private Homeschool Military Job Corps HiSet (GED) program
 Moving out of State/country Other: _____

New home address where the student is moving to:

Address:		
City:	State:	Zip Code:

I authorize the King Philip Regional School District to release all records for my child, including transcripts, report cards, standardized test scores, attendance records, health records, discipline records, court orders, special education or 504 educational plans and assessments, other evaluations, and assessments by school staff, and the State Assigned Student Identification Number (SASID). I also consent to a verbal exchange between the two schools.

Signature of Parent/Guardian: _____

Date: _____

King Philip Regional School District

Guidelines for Determining Homelessness

Interviewing the family or student

School staff suspecting a family or student is homeless or struggling with housing instability should have a conversation with the family/student regarding their living arrangement. Such discussions should be conducted privately. The information gained from that conversation should be evaluated against the definition of homelessness in McKinney-Vento to determine whether the Act applies.

- Interactions with families and students should focus on building a strong working relationship that supports open communication and full participation in school.
- Information shared by families and youth during interviews is private, and its confidentiality is legally required.
- Under McKinney-Vento, information shared about housing insecurity is excluded from the definition of "directory information" in the federal Family Educational Rights Privacy Act (FERPA), a federal law that prohibits disclosures of personally identifiable information about students contained in educational records.
- Given the sensitivity surrounding housing insecurity and legal privacy requirements, never contact landlords, housing authorities, and neighbors without consent from the parent/youth to verify residency or homelessness, and verification of residence or homelessness should never involve unauthorized discussions about students with such individuals.

A student/family does not need to use the word "homeless" to meet the definition of homelessness. Appropriate use of the interview questions may assist districts and local homeless liaisons in identifying families and youth who are homeless or struggling with housing instability. Please note that there is no time limit on homelessness. For example, families/students may be in a shelter for up to 24 months or longer. Doubled up situations can last for years. Families/students are considered homeless until they have acquired fixed, regular and adequate housing.

School enrollment is based on the **student's**, not the parent's, homelessness and where the student has been or is currently residing. Enrollment should not depend upon where the student or family intends to reside in the future.

Interview questions:

Where is the student currently living?

Is the student living in a tent or camper-trailer on wheels?

Yes No NA

Does the family/student have a lease or rental agreement? *(A lease extends the rights of a tenant.)*

Yes No NA

Is the family/student listed on the lease?

Yes No NA

Does the landlord know the family/student is there?

Yes No NA

Has the landlord approved the family/student staying there? Yes No NA

- Is there a time limit? Yes No NA

- Is there a pending eviction/Notice to Quit? Yes No NA

Can the student access this unit at any time? *(McKinney-Vento Sec. 11434a(2)(A) requires housing to be regular, meaning the student has consistent access to the unit.)*

Yes No NA

How much does the family/student pay in rent? *(Paying below market rent for a room in someone else's apartment or home may indicate homelessness.)*

How many other people are living there? *(Overcrowding is a common form of inadequate housing. MA State Sanitary code 410.400 requires 70 square feet of sleeping space for one occupant and 50 square feet for each additional occupant.)*

How many bedrooms are there? _____

Is the student sleeping on the floor or couch?

Yes No NA

Does the unit have heat/electricity/hot water?

Yes No NA

Does the family/student have access to a working bathroom and kitchen?

Yes No NA

How long can the family/student stay where they currently live? (*Public housing limits guests to 14- or 21-day stays. Has the family/student exceeded the time allowed to visit?*)

Sharing the Housing of Others?

Why is the family/student sharing the housing of others?

- Due to loss of housing (*i.e., fire, flood, eviction, foreclosure, kicked out*)

Yes No NA

- Due to economic hardship (*i.e., loss of a job, cut in hours, increase in rent, major medical event, divorce*)

Yes No NA

- Due to similar reasons (*i.e., domestic violence, gang violence, war, or health/safety concerns*)?

Yes No NA

- Are family members staying in different places due to a lack of housing options? (*If there is not enough room to accommodate the family in a single relative/friend's home, family members are often forced to live in separate locations.*)

Yes No NA

Unaccompanied?

Is the student living with a parent/guardian?

Yes No NA

Migrant and homeless?

Has the student been identified as a migrant by the MA Migrant Education Program?

Yes No NA

Has the family made a qualifying move in the last 36 months?

Yes No NA

Is the family currently sharing the housing of others or in another homeless living arrangement?

Yes No NA

King Philip Regional School District

Homeless Verification Form

1) Current housing situation:

I certify that

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of adequate alternative accommodations; are living in emergency or transitional shelters, or are abandoned in hospitals.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children qualify as homeless because they are living in circumstances described above.

Verification: Please attach a statement of the situation, Transitional/supportive housing staff, shelter staff, proof of hotel voucher, and/or signature of current service providers, etc.

Statement of the current situation: (Attach a separate sheet if needed)

Housing History:

Please describe this individual's housing situation for the past three years:

This person meets Massachusetts's definition of Homeless children and youths.

- Yes, this person is homeless.
- No. He/she is currently but not homeless.

School Personnel _____

Date _____

King Philip Regional School District

McKinney-Vento Guardian Affidavit Form

Student's Name: _____ ID# _____

Date of Birth: _____ Age: _____ Grade: _____

Parent/Guardian Name(s): _____

Phone number(s): _____

Address: _____

Home school (based on current residence): _____

School of origin (last school attended): _____

Siblings of student:

Name

School

1. Is this student's home address a temporary living arrangement? Yes No
2. Is this a temporary living arrangement due to loss of housing or economic hardship? Yes No
3. Is this student in a temporary or emergency foster care placement? Yes No
4. Is this student living with someone other than your parent or legal guardian? Yes No

If you answered YES to **any** of the above questions, please complete the remainder of this form.
If you answered NO to all of the above questions, you might stop here.

1. Where is this student currently living? (*check box*)

In a motel/hotel- Name of motel/hotel: _____

In a shelter- Name of shelter: _____

Transitional Housing- Name of transitional housing: _____

Group Home- Name of group home: _____

Temporary/emergency foster home

- With more than one family in a house or apartment
- Moving from place to place
- In a location not designed for sleeping accommodations such as a car, park, or campsite

2. How long has this student lived at this residence? _____

3. How long does this student plan to live at this residence? _____

4. With whom does the student currently live: (*check box*)

- Both parents
- One parent- Which parent? _____
- One parent and another adult- Which parent? _____
- A relative- Specify which (e.g. grandmother) _____
- Friends or other adults- please identify _____
- An adult who is not a parent or legal guardian- please identify _____

5. Describe the current living situation in detail: _____

6. In this student's previous school, did they receive any of the following? (*check all that apply*)

- Special Education/Exceptional Children's Services- Describe: _____
- 504 Accommodation Plan- Describe: _____
- English As a Second Language (ESL) services
- Help for Behavior Improvement
- Tutoring Services
- Counseling services

7. At this time, what is the greatest need for this student? (*check all that apply*)

- School supplies

- Help for academic improvement
- Help for behavior improvement
- Referral for food assistance
- Medical referral/immunizations
- Mental health/counseling referral
- Other- Please describe: _____

My signature below affirms that the information I have provided is true and accurate to the best of my knowledge or belief. Also, my signature confirms that I have received a copy of my rights under the McKinney-Vento law.

Parent/Guardian Signature: _____ Date: _____

King Philip Regional School District

OCCUPANCY STATEMENT/AFFIDAVIT

I/We, the parent(s), legal guardian(s) of: _____
Print student's full name

Hereby certify as follows:

1. I/we wish to enroll the above named student in the King Philip Regional School District. I/we understand that pursuant to Massachusetts General Law (Chapter 76, Section 5) and King Philip Regional School District Policy, students who actually reside in the Towns of Norfolk, Plainville, and Wrentham may attend the King Philip Regional School District and students who do not actually reside in the tri-towns may not attend the King Philip Regional School District..

2. I/We hereby certify that effective, _____, the above named student is/will be residing at
Date

the following address in _____, Massachusetts, with: _____
Town Printed name of Parent/Guardian

Address: _____

Phone Number(s): _____

3. I/We acknowledge that I am/we are required to notify the King Philip Regional School District, in writing of any change in said student's address within five (5) business days of such change of address.

4. I/We understand that this Occupancy Statement will be relied upon by the King Philip Regional School District for the purpose of determining the above student's eligibility to attend school based upon the information provided. If it is subsequently determined that the student does not actually reside in the King Philip tri-towns, I/we understand that the student's enrollment will be promptly terminated and I/we will be jointly liable to the King Philip Regional school District for the student's tuition for the full academic year(s).

5. I/We understand that all applicants must reside in the towns of Wrentham, Norfolk, Plainville as outlined in Massachusetts General Laws Chapter 76, Section 5 which states: Every person shall have a right to attend the public schools of the town where they actually reside, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation (Amended by st. 1971, c622, c.1.; st 1973, c.925, s.9A, st. 1993, c282; st.2004, c.352, s.33)

Signed under the pain and penalties of perjury on this _____ day of _____.

Signature of Parent/Guardian

Signature of Parent/Guardian

King Philip Regional School District

RESIDENCY STATEMENT/AFFIDAVIT

This form is to be completed by a Landlord/Property Owner* of said property of which the enrolling student(s) reside.

I _____, swear under oath, that the following information is true:
(Please Print Your Name)

List all school age children: _____,
is/are living at: _____,
the address of which I am the owner* of said property on record. I understand that the King Philip Regional School District reserves the right to investigate residency if they feel that temporary residency was established for the sole purpose of attending the King Philip Regional School District. I further understand that according to Massachusetts General Law (Chapter 76, Section 5) Any person who violates or assists in the violation of this provision may be required to remit full restitution to the King Philip Regional School District of the improperly-attended public schools.

Signed under the pain and penalties of perjury on this _____ day of _____:

Signature _____
Printed Name _____
Date _____

McKinney-Vento Dispute Resolution Process

The McKinney-Vento Act calls for “procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youth.”

Reasons for Dispute

If a dispute arises between the district and parent, guardian or unaccompanied homeless youth, the homeless education liaison must ensure that:

- the student be immediately enrolled in the school in which enrollment is sought pending a final resolution of the dispute, including all available appeals;
- the parent, guardian or unaccompanied homeless youth is provided with a written explanation of any enrollment decisions made by the district and to be informed of the right of the parent, guardian or unaccompanied homeless youth to appeal the decision to Elementary and Secondary Education (ESE).

Considerations

Determinations regarding enrollment and the subsequent provision of transportation if necessary, must:

- Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian or in the case of an unaccompanied youth, the youth; and
- Consider student-centered factors related to the student's best interest including factors related to the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent or guardian or, in the case of an unaccompanied youth, the youth.

Dispute Resolution Process

In order to ensure the prompt resolution of disputes Elementary and Secondary Education (ESE) has established the following McKinney-Vento Dispute Resolution Process:

- The dispute resolution process begins at the time a district denies the continued enrollment or right to enroll a homeless student in the school selected by the parent, guardian or unaccompanied homeless youth.
- A student must be allowed to attend the school in which enrollment is sought and transportation provided (if needed) pending the resolution of the dispute.

The homeless education liaison must:

- provide notice of the denial to the parent, guardian, or unaccompanied youth on the day of the denial using the form prescribed by ESE (see [School District Notification of Enrollment Decision](#));
- provide the parent, guardian, or unaccompanied youth with written notice in clear, easy-to-understand language detailing the dispute resolution process, informing the parent, guardian, or unaccompanied homeless youth of the right to appeal and the option to obtain independent information and counsel;
- provide the prescribed form to be completed by the parent/guardian, or unaccompanied homeless youth should they decide to appeal the school district's enrollment decision. (See [Appeal of School District's Enrollment Decision](#));

- assist the parent/guardian or unaccompanied homeless youth in promptly submitting an appeal to ESE in three school days with an extension of up to ten additional school days (contact the Department's Problem Resolution System regarding an extension); and
- if the district has not notified the parent of its enrollment decision or the parent's right to appeal that decision, the parent/guardian or unaccompanied homeless youth may initiate a dispute by contacting ESE.

Following receipt of the district's denial form the appeal by the parent/guardian or unaccompanied homeless youth and any additional requested information, the Commissioner or the Commissioner's Designee shall promptly issue a decision usually in five to ten school days. The decision of the Commissioner or the Commissioner's Designee shall be final.

Note: ESE may provide technical assistance to either or both parties regarding the dispute, the dispute resolution process, the requirements of McKinney-Vento, and/or other applicable state and federal laws. Contact the Department's Problem Resolution System at 781-338-3700 or compliance@doe.mass.edu

King Philip Regional School District

Homeless Enrollment Decision

This form is to be completed when the district denies the school placement of a parent/guardian or unaccompanied homeless youth who is seeking to enroll in school under the McKinney-Vento Homeless Education Assistance Act (McKinney-Vento) and is required by the ESE McKinney-Vento Dispute Resolution Process in compliance with Section 722(g)(3)(E) of McKinney-Vento. This written notice of denial of eligibility, school selection or school enrollment is provided to:

Parent/Guardian: _____

Parent/Guardian contact Information: _____

Student(s): _____

Is the student(s) on an Individual Education Plan (IEP)? *(Please indicate with an X.)*

No. Yes without transportation. Yes with transportation.

After reviewing the request to enroll the above student(s), the school enrollment request is denied for the following reasons:

Please attach any additional relevant information/documentation.

Person Completing Form: _____

School/district: _____ Date: _____

You (the parent/guardian) have the right to appeal this decision by contacting the district's Homeless Education Liaison, Lisa Moy moyl@kingphilip.org, 508-520-7991 who will assist you in the appeal process.

Liaison's Name: _____ Phone #: _____

In addition:

- Until the Commissioner of Elementary and Secondary Education, or the Commissioner's designee, makes a final decision regarding your appeal, the above student(s) will be allowed to attend the selected school and the school district(s) will provide transportation and other school services.
- You may provide either written or verbal reasons for your appeal of this decision.
- An appeal form is attached.
- You may seek the assistance of advocates or attorneys.
- You may contact the Department of Elementary and Secondary Education, Problem Resolution System at (781) 338-3700 or compliance@doe.mass.ed
- A copy of this written notice of denial of school enrollment is being sent to the Massachusetts Department of Elementary and Secondary Education.

King Philip Regional School District

Parent/Guardian Appeal of School District Enrollment Decision

You should complete this form if you are a parent/guardian of a homeless student, or you are an unaccompanied homeless youth, who disagrees with a school district's enrollment decision. The district Homeless Education Liaison will assist you with this form, and may take the information verbally if you wish.

Parent/Guardian: _____

Student(s): _____

Contact Information: _____

I wish to appeal the enrollment decision made by: _____

School/district: _____

I have been provided with the following:

- a copy of the School District Notification of Enrollment Decision, and the ESE McKinney-Vento Dispute Resolution Process; and
- contact information for the district Homeless Education Liaison

I disagree with the enrollment decision for the following reason(s):

Please attach any additional relevant information.

- I know that I may seek the assistance of advocates or attorneys.
- I know that I may contact the Department of Elementary and Secondary Education's Problem Resolution System at (781) 338-3700 or compliance@doe.mass.edu

I want a copy of this appeal to be forwarded to the Massachusetts Department of Elementary and Secondary Education

Signature: _____ Date: ____/____/____

King Philip Regional School District

AFFIDAVIT FOR NON-CUSTODIAL PARENT REQUESTING STUDENT RECORDS

(Per General Laws Chapter 71, Section 34H)

I, _____, am the parent of _____.

I understand I am eligible to obtain access to the student record according to the standards of Massachusetts General Law Chapter 71, section 34H unless:

- I have been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
- I have been denied visitation or have been ordered to supervised visitation, or
- My access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

Attached is a certified copy of an order by a Probate and Family Court judge specifically ordering that my child’s student records be made available to me, according to the standards of General Laws Chapter 71, Section 34H.

I certify that the judgment or order remains in effect and that there is currently no temporary or permanent protective order restricting my access to _____,
(child’s name)

custodial parent or to any child in the custodial parent’s custody.

Date: _____

Parent’s Signature: _____

Address: _____

Phone Number: _____

King Philip Regional School District

NOTIFICATION TO CUSTODIAL PARENT

Request of Non-Custodial Parent for Student Record Information

By Certified and First Class Mail

Date:

Dear:

This is to notify you that the school has received a record request from a non-custodial parent. Records include student progress reports, report cards, results of standardized tests, notification, if requested, of absences, illness, disciplinary problems and information regarding their child's special education program.

The request for information from the non-custodial parent is for, _____.

According to the Massachusetts General Law Chapter 71, section 34H non-custodial parents are eligible to obtain access to the student record unless:

- The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
- The parent has been denied visitation or has been ordered to supervised visitation, or
- The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

The school received this request on _____ and is required by law to provide the non-custodial parent with this information 21 days after receipt of the request unless you provide either of the following.

- A court order that prohibits the requesting parent from having contact with your child or prohibits the distribution of your child's student records; or
- A temporary or permanent order issued to provide protection to you or any child in your custody from abuse by the requesting parent unless the protective order (or a subsequent order modifying the protective order) specifically allows access to your child's student records.

Sincerely,

King Philip Regional School District

Custodial Parent Waiver Form

Please read the following concerning non-custodial parent rights to student records.

Massachusetts General Laws allow non-custodial parents access to their child's records when requested in writing to the building principal unless a court order indicates any of the following:

- The non-custodial parent has been denied legal custody or has been ordered supervised visitation based on a threat to the safety of the child and the threat is specifically noted in the order pertaining to custody and/or visitation;
- The non-custodial parent has been denied visitation;
- The non-custodial parent's access to the student has been restricted by a temporary or permanent protective order (unless the protective order specifically allows access to the information contained in the child's record); or
- There is a court order from a Probate and Family Court judge that prohibits the distribution of student records to the non-custodial parent. If none of the above apply, you may sign below indicating that you are allowing the non-custodial parent immediate access to your child's records without a written request.

Custodial Parent Signature: _____

Date _____

King Philip Regional School District

CAREGIVER AUTHORIZATION AFFIDAVIT

1. AUTHORIZING PARTY (Parent/Guardian)

I, _____,
residing at _____ am:

___ the parent ___ legal guardian ___ legal custodian ___ of the minor child(ren) listed below.

I do hereby authorize _____, residing at _____
_____ to exercise concurrently the rights and responsibilities, except those prohibited below, that I possess relative to the education and health care of the minor children whose names and dates of birth are:

_____	_____
name date of birth	name date of birth
_____	_____
name date of birth	name date of birth

The caregiver may NOT do the following: (If there are any specific acts you do not want the caregiver to perform, please state those acts here.)

The following statements are factual: (Please read)

- There are no court orders in effect that would prohibit me from exercising or conferring the rights and responsibilities that I wish to confer upon the caregiver. (If you are the legal guardian or custodian, attach the court order appointing you.)
- I am not using this affidavit to circumvent any state or federal law, for attendance at a particular school, or to re-confer rights to a caregiver from whom a court of law has removed those rights.
- I confer these rights and responsibilities freely and knowingly to provide for the child(ren) and not due to pressure, threats, or payments by any person or agency.
- I understand that, if the affidavit is amended or revoked, I must provide the amended testimony or revocation to all parties to whom I have provided this affidavit.

This document shall remain in effect until _____ (not more than two years from today)
or until I notify the caregiver in writing that I have amended or revoked it.

I now affirm that the above statements are factual, under pains and penalties of perjury.

Signature: _____

Printed name: _____

Telephone number(s): _____

2. WITNESSES TO AUTHORIZING PARTY SIGNATURE

(To be signed by persons over the age of 18 who are not the designated caregiver.)

Witness #1 Signature

Witness #2 Signature

Printed Name

Printed Name

Address

Address

Address

Address

Telephone

Telephone

3. NOTARIZATION OF AUTHORIZING PARTY'S SIGNATURE

Commonwealth of Massachusetts

_____, SS

On this date, _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of

identification, which was _____, to be the person whose name is signed on the preceding document, and swore under the pains and penalties of perjury that the foregoing statements are true.

Signature and seal of notary: _____

Printed name of notary: _____

My commission expires: _____

4. CAREGIVER ACKNOWLEDGMENT

I, _____, am at least 18 years of age and the above child(ren) currently reside with me at _____. I am the children's (state your relationship to the child) _____. I understand that I may, without obtaining further consent from a parent, legal custodian or legal guardian of the child(ren), exercise concurrent rights and responsibilities relative to the education and health care of the child(ren), except those rights and responsibilities prohibited above. However, I may not knowingly make a decision that conflicts with the decision of the child(ren)'s parent, legal guardian or legal custodian. I understand that, if the affidavit is amended or revoked, I must provide the amended affidavit or revocation to all parties to whom I have provided this affidavit prior to further exercising any rights or responsibilities under the affidavit. I hereby affirm that the above statements are true, under pains and penalties of perjury.

Signature of caregiver: _____

Printed name: _____

Telephone Number: _____

Date: _____

King Philip Regional School District

Request to Review an Education Record

Date:

To: [Name of Designated Official]

From: [Name of Parent(s)]

[Address and Phone Number]

Under the provisions of the Family Educational Rights and Privacy Act of 1974, I wish to inspect the following education record:

of _____,
Name of Student

at _____.
School

Requester(s)' Relationship to Student: _____

I do ___/do not ___ desire a copy of such records. I understand that a reasonable fee may be charged for the copies.

Signature: _____

.....
For official use only

Date Received: _____ Date Request Verified: _____

Approved: _____ Disapproved: _____ Reason(s) for disapproval: _____

Signature of Official Approving/Disapproving Request: _____

Date: _____ Date Notification Sent: _____

King Philip Regional School District

Notification to Review an Education Record

Date:

To: [Name of Parent(s)]

From: [Name of Designated Official]

Your request for review of your/your child's record was received on _____
Date

Your request was approved and the method of review indicated below.

The record will be available at the school's guidance office for review on _____.

Please contact, _____ at _____ to schedule a time.
Name Phone Number Date

As you request, copies of the record will be mailed to you on or before _____.
Date

Records will be available upon receipt of the copying fee of _____.

Please forward your check, made payable to King Philip Regional School District, to the guidance secretary.

Please contact _____ at _____
Name Phone Number

For office use in copying/mailing of record:

Date fee received: _____ Check No: _____ Staff initials: _____

Date copies mailed: _____ Staff initials: _____

Amount received: _____

King Philip Regional School District

**Consent Allowing
Accompanying Person to Review Record**

I hereby grant permission for, _____ to accompany me today during my review of my child's education records. I understand that in doing so, the information maintained in the education records, otherwise protected by [Federal and state laws], may be disclosed with my consent to the above named.

Signature: _____

Printed Name: _____

Date: _____

.....

For Use by Accompanying Person as Affidavit of Non-Disclosure

In accompanying the above signed parent/guardian on this date during their review of the education records of _____, I will be given access to confidential information maintained in the education records of the named student. I understand that this information is protected under [FERPA and state laws, where applicable]. I hereby acknowledge that I fully understand that the intentional release by me of this information to any unauthorized person could subject me to [penalties where applicable] imposed by [Federal and state laws].

Signature: _____

Name: _____

Date: _____

.....

For official use only

Staff initials: _____ Date: _____

King Philip Regional School District

Request to Amend an Education Record

Date:

To: [Name of Designated Official]

From: [Name of Parent(s)]

I have reviewed my child's education record and believe it contains information that is inaccurate, misleading, or in violation of my child's rights. Please amend the record as follows:

Current record:

To be changed to:

Signature: _____

Address: _____

For official use only:

Date Received: _____ Request approved: _____ Denied: _____

Reason(s) for denial: _____

Date of hearing scheduled: _____ Location: _____

Date of notification sent: _____

Signature of person approving/denying request: _____

King Philip Regional School District

Notification for Approval/Disapproval of Request for Amendment

Date:

To: [Name of Parent(s)]

Your request for amendment of the education record of your child, _____
was received and reviewed.

_____ The request was approved and necessary changes have been made to the
specified record as requested.

_____ The request was denied because _____.

You are entitled to a hearing concerning your request. If you decide to request a
hearing, please notify the following guidance office.

Sincerely,

email

Phone

King Philip Regional School District

Record Amendment Hearing Request

To: [Name of Parent(s)]

From: [Name of Designated Official]

Date: [Date]

The district had received your request to schedule a hearing for the purpose of challenging the contents
of the education records of your child, _____. A hearing is hereby scheduled as below.

_____ The hearing is scheduled at:

[Date]
[Time]
[Location/Office]
[Address]

If you cannot be present on the above date, please contact my office as soon as possible to establish a mutually convenient date

_____ The hearing is rescheduled at:

[Date]
[Time]
[Location/Office]
[Address]

You shall have a full and fair opportunity to present evidence relevant to the issues you have raised regarding your child's education records. You also may be assisted or represented by individuals of your choice, including an attorney. The decision will be based exclusively on the evidence presented at the hearing.

Please do not hesitate to contact me if you have any questions.

Sincerely,

**Massachusetts Department of Elementary and Secondary Education
and Massachusetts Department of Children and Families
Foster Care School Selection Dispute Resolution Process**

In August 2006, the Board of Education adopted final technical amendments to the Student Records Regulations to make them consistent with G.L. c. 71, §34H, as most recently amended by Chapter 62 of the Acts of 2006. The state statute and regulations expand the categories of non-custodial parents who are eligible to obtain access to their children's student records and are consistent with the federal Family Educational Rights and Privacy Act.

As outlined in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records *unless* the school or district has been given documentation that:

1. the parent has been denied legal custody or has been ordered to supervised visitation based on a threat to the safety of the student, and the threat is expressly noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or

3. A temporary or permanent protective order has restricted the parent's access to the student unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. There is an order of a probate and family court judge that prohibits student records distribution to the parent.

To ensure a prompt resolution of disputes regarding school placement for children in foster care, the Massachusetts Department of Elementary and Secondary Education (ESE) and the Massachusetts Department of Children and Families (DCF) have established the following process to resolve enrollment disputes concerning students in foster care. This dispute resolution process should be used when DCF and the involved school district(s) cannot agree about whether it is in a student's best interest to continue to attend the school of origin^[1] or whether the student should enroll locally in the district in which the foster home or facility is located and attend a new school. DCF has the authority to make final determinations about a student's best interest, but a school district may dispute DCF's best interest determination as follows:

Before accessing the Dispute Resolution Process:

- The parties should reference the [ESE/DCF guidance](#) on provisions for ensuring the educational stability of students in foster care outlined in the Every Student Succeeds Act (ESSA) and request technical assistance, as needed, from [ESE staff and/or the DCF Area Office staff \(listed on ESE's foster care page\)](#).
- The parties, including, but not limited to DCF representatives, the student and student's family, foster family, child's attorney and the school of origin, the district of origin, and the local school district (as appropriate), should engage in conversations (best interest determination) regarding the advantages and disadvantages of the student staying in the school of origin versus enrolling locally; and
- The parties should make a reasonable faith effort to resolve any issues at the local level.

The Dispute Resolution Process Will NOT Resolve:

- Concerns or complaints about financial or programmatic responsibility for a student's special education services. After the best interest determination, requests for clarification of the school district responsible for a student's special education services can be directed to [ESE's Office of Special Education Policy and Planning](#). Upon request, ESE applies the rules outlined in 603 CMR 28.10 to assign programmatic and financial responsibility for a student's special education services to the appropriate school district(s).
- Issues related to transportation of students in foster care. Please contact [ESE staff \(listed on the foster care page\)](#) with questions about transportation.
- Disputes between DCF and the student, student's family, or the foster family, or other parties advocating for a student, as to whether a student's best interest is to continue to attend a school or origin or to enroll locally in a new district.

Dispute Resolution Process:

- A school district that disputes a best interest determination issued by DCF shall complete the form attached below and supply relevant documentation. All forms and relevant documentation shall be sent to ESE by email.
- ESE will notify the panel members of the dispute upon receipt.
- Upon receipt of notification of a dispute from ESE, DCF will summarize the basis for its best interest determination and, as necessary, supply any relevant supporting documentation. The DCF summary and any supporting documentation must be emailed to ESE.
- Disputes will be reviewed by a Dispute Resolution Panel consisting of the DCF Education Manager, the DCF General Counsel, the ESE Foster Care Point of Contact, and the ESE Associate Commissioner for Student and Family Support.
- The panel reserves the right, as necessary, to seek clarification or additional information about the dispute the parties may not have supplied.
- Members of the panel will review all submitted materials, confer, and issue to the impacted parties, in writing a final resolution letter. The review team will give the final resolution letter within five (5) business days of receipt of all information related to the dispute whenever possible.
- Decisions made through this dispute resolution process are not subject to review.

During the dispute resolution process, the student *must* attend the school selected by DCF following the local best interest determination process. Transportation must be provided for the student if needed. Absent other agreements between school districts and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Dispute Resolution Process

Name of Person Filing Dispute:	
Title of Person Filing Dispute:	
District Foster Care Point of Contact (POC) (if not the same as above)	

Student's Name:	
Student's Date of Birth:	
School of Origin:	

District in which the Student was enrolled at time of foster care placement change	
DCF's Selected School/District for Enrollment (if different from the school/district of origin)	
If known, Student's Educational Decision Maker:	
If known, Social Worker	
If known, DCF Area Office (to which the case belongs)	
If known, District Foster Care POC	

Provide relevant details about the way in which the school selection decision was made and the reasons for disagreement.

Please attach any additional relevant information/documentation.

Please email all documents relevant to the review process to the Massachusetts Department of Elementary and Secondary Education, as follows:

Email to: achievement@doe.mass.edu

Note in the Subject Line: Foster Care POC– Dispute [Insert Student's Last Name]

King Philip Regional School District

Educational File Record Review Form

Student Name:	DOB:	SASID:
Parent/Guardian:	Check if receiving services: <input type="checkbox"/> IEP <input type="checkbox"/> 504 <input type="checkbox"/> ELL Other _____	

Pursuant to the Family Educational Rights & Privacy Act (FERPA), a school must maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Log requirement shall not apply to school administrators, teachers, counselors, and other professionals who are employed by the school committee or who are providing services to the student, administrative office staff and clerical personnel, and school nurse.

Date of Request	Requested By	Information Requested	Reason	Disclosed By	Date of Disclosure

