

# Documents & Information needed to register students at **Greenville Consolidated School**

(Grades K through 12)

## 1. Birth Certificate

2. **Proof of Residency with street address.** Current bill addressed to you at your residence or a signed lease or rental agreement (we CANNOT accept a handwritten note)

## 3. COURT PAPERS ARE REQUIRED FOR THE FOLLOWING:

- Emancipation of minor;
- Non-parental guardianship (must be court appointed NOT a power of attorney statement);
- Divorce decrees that indicate specific parental rights and/or restrictions and indicates which parent has physical custody (living arrangements for child);
- Court ordered protection orders;
- Any other court order that is meant to protect or serve a child's best interest;
- Any court order that shows the legal name change of a student.

## 4. If the student is not a citizen of the United States we will need the following information:

- U.S. entry date
- U.S. School entry date
- Country of Citizenship

## 5. Proof of Immunization.

## 6. Completed enrollment packet

### *List of what you need to bring*

- *Birth Certificate,*
- *Proof of residency,*
- *Legal papers as needed,*
- *US immigration information and citizenship (if applicable),*
- *Proof of immunizations or the signed immunization exemption form,*
- *All completed forms mentioned on this sheet which includes;*
  - *enrollment packet,*
  - *health packet and*
  - *laptop use rules and regulations.*

Please make sure you have an appointment (*you can call to make one by dialing 207.695.2666*) and bring the COMPLETED forms with you along with your child for your meeting with the Guidance Director.

**GREENVILLE SCHOOL DEPARTMENT  
APPLICATION FOR ENROLLMENT  
Transfer Student**

The following information and certifications are required before a transfer student will be considered for admittance to Greenville Consolidated School.

Student's full legal name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Student's residence in \_\_\_\_\_

(street address): \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Student lives with (check all that apply):

Father. Daytime phone: \_\_\_\_\_

Mother. Daytime phone: \_\_\_\_\_

Legal Guardian. Daytime phone: \_\_\_\_\_

If the student lives in Greenville with a legal guardian who is not a parent, a certified copy of the court order appointing the guardian must be attached.

If a custodial parent/guardian wishes Greenville Consolidated School to comply with provisions of a court order restricting access to a child, a certified copy of the court order must be attached.

If the student is an emancipated minor, a certified copy of the court order must be attached.

Other living arrangements: \_\_\_\_\_

**Parent/Guardian Certification of Residency**

I certify that I live with the student named above at the street address identified above. I understand that the Greenville School Department reserves the right to require proof of residency and that I have the burden of proof regarding residency. If this residency information changes, I agree to bring it to the immediate attention of the Greenville School Department.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Student Education/Disciplinary Records from Previous School**

Name of school that student is transferring from: \_\_\_\_\_

Address and telephone number: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Student's current grade level: \_\_\_\_\_

Reason for transfer: \_\_\_\_\_

Is the student currently subject to expulsion or suspension from the school from which he/she is transferring OR has the student withdrawn from the school before an expulsion hearing or suspension?      **Yes**      **No**

If the answer is yes, please attach a written statement of the circumstances. If the student has been expelled or suspended, or withdrew from school before an expulsion hearing or suspension, the student will not be allowed to enroll in the Greenville Consolidated School until the Superintendent has made a determination as to whether to admit the student and if so, under what conditions.

The applicant is hereby notified that the Greenville School Department, in accordance with 20-A M.R.S.A. Section 6001-B, shall request all of the student's education and disciplinary records from the school he/she is transferring from. The Greenville School Department may also request an oral or written report from the previous school as to whether the student has been expelled or suspended, or withdrew from school before an expulsion hearing or suspension.

If an applicant is allowed to enroll in Greenville Consolidated School, pending receipt of education and disciplinary records, such enrollment shall be considered conditional until the Superintendent has made a determination as to the student's disciplinary status in the previous school.

### **Immunization Records**

Immunization records (signed statement from health provider specifying immunizations received, dates, and dosages). Immunization is required for poliomyelitis; diphtheria; pertussis (whooping cough), tetanus; varicella (chicken pox); measles, mumps and rubella. (20-A M.R.S.A. Section 6352-6359 and Chapter 126 of the Maine Department of Education Rules.)

Non-immunized students are not permitted to attend schools unless one of the following conditions is met (please check applicable box):

Parent/legal guardian provides written assurance that child will be immunized within 90 days of this application (**this option is only available once in the student's school years**); OR

Parent/legal guardian provides a written statement from a physician that immunization against one or more diseases may be medically inadvisable (**required each year**); OR

Parent/legal guardian provides written statement that immunization is contrary to their religious or philosophical beliefs (**required each year**).

## Educational Records Release Form

Greenville Consolidated School

Guidance Office

PO Box 100

130 Pritham Avenue

Greenville, Maine 04441

Tel: 207.695.2666

Fax: 207.695.4514

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*Parental permission is no longer required when records are requested by Authorized school personnel. (Family Educational Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 24674)*

\_\_\_\_\_ (School) in \_\_\_\_\_, to release a copy  
(name of school last attended) (Town/City and state of school)

of the student permanent record of:

\_\_\_\_\_

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First Name

Middle Name

Last Name

Grade \_\_\_\_\_ Date Of Birth \_\_\_\_\_

\_\_\_ The above names student is registering at Greenville Consolidated School, grades K-12.

\_\_\_ Please MAIL the cumulative records to the above address; Attention to Guidance Office

Please also FAX the following Records Immediately:

- MEDEMS ID#
- Transcript
- Immunization
- IEP or 504
- Disciplinary Record
- Attendance
- Current Course schedule with grades

Thank you,  
Cassandra Miller  
Guidance Director

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# Guardianship Verification Form

Greenville Consolidated School – Greenville School Department - Phone 207-695-2666 / Fax -207-695-4614

Application is being submitted for the 20\_\_ to 20\_\_ school year (please specify)

Student Name

Date:

The child lives with  Mother & Father

Mother

Father

Guardian

Foster Home

Other Legal Guardian - Specify

*Please Print*

Legal Guardian 1 Name:

Phone 1:

Phone 2:

Please indicate relationship to student;  Parent  
(Explain)

Step Parent

Other Relative\*\*

Other\*\*

Mailing Address:

Street Name & #, or P.O. Box  
City/Town

Zip Code

*Please Print*

Legal Guardian 2 Name:

Phone 1:

Phone 2:

Please indicate relationship to student;  Parent  
(Explain)

Step Parent

Other Relative\*\*

Other\*\*

Mailing Address:

Street Name & #, or P.O. Box  
City/Town

Zip Code

Parent Name(s) & address(es) if student **IS NOT** living with parents.

Mother Name, Address & phone

Father Name, Address & phone

Other person to call in emergency

Relationship

Phone

## DHHS GUARDIANSHIP – Fill in below

Is the child a ward of the state or a State Agency client? If yes Please give DHHS worker name, work address & phone.

Court papers are required for the following: Emancipation of minor; Non-parental guardianship; (must be court appointed); Divorce decrees that indicate specific parental rights and or restrictions; Court ordered protection orders; Any other court order that is meant to protect or serve a child's best interest; Any court order that shows the legal name change of a student.

**Misc Enrollment Information:**

Has this student ever attended school in Greenville? Yes No.

If so, what was the last date of attendance. \_\_\_\_\_

Is your child currently receiving ESL / ELL services? \_\_\_ Y \_\_\_ N If yes please answer the following questions.

Is your child a U.S. citizen? \_\_\_ Y \_\_\_ N Citizen of what country (If not U.S.) \_\_\_\_\_

U.S. entry date (if applicable) \_\_\_\_\_ Date first enrolled in school \_\_\_\_\_

Do you have any reason to suspect that your child might be in need of special services or considerations in his or her school setting or curriculum? No \_\_\_ Yes \_\_\_ If yes please comment. (on back of page)

Has your child ever been evaluated for any condition or problem which might have a bearing on school performance (including an active Individual Family Service Plan or Individual Education Plan)? Yes \_\_\_ No \_\_\_ If Yes please explain.

Were any recommendations made? \_\_\_ Y \_\_\_ N If so, by whom? \_\_\_\_\_ Were they carried out?

\_\_\_ Y \_\_\_ N Explain: \_\_\_\_\_

Would information regarding this evaluation and / or treatment be made available to the appropriate school personnel?

\_\_\_ Y \_\_\_ N Explain: \_\_\_\_\_

If yes, please give name(s) and address(es) of person or agency (ies) from whom this information may be obtained.

The US and Maine State Departments of Education require us to report the race / ethnicity of all students for purposes of various governmental programs. Please help us by indicating your child's race / ethnicity as follows:  
White (not of Hispanic origin) \_\_\_ African American, (not of Hispanic origin) \_\_\_ Hispanic \_\_\_ Latino \_\_\_ Asian / Pacific Islander \_\_\_  
American Indian or Alaskan Native \_\_\_ Other \_\_\_\_\_

Special Services can sometimes be Medicaid reimbursable. Is your child Medicaid eligible? Yes \_\_\_ No \_\_\_

Medicaid # (if appropriate) \_\_\_\_\_

**List other children in family**

- Name \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ M \_\_\_ F \_\_\_ Attends school where \_\_\_\_\_
- Name \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ M \_\_\_ F \_\_\_ Attends school where \_\_\_\_\_
- Name \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ M \_\_\_ F \_\_\_ Attends school where \_\_\_\_\_
- Name \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ M \_\_\_ F \_\_\_ Attends school where \_\_\_\_\_

## Greenville Consolidated School Department - Multi-Year Release Form

Information Release Form for News Media (newspaper & Internet Editions) / Electronic Media (Internet pages) / Military & Colleges

Student Name \_\_\_\_\_ Date: \_\_\_\_\_ YOG: \_\_\_\_\_

Please check off your choice for each category below. Grades K through 12

Category	Publish / Release YES	Publish / Release NO
<b>Honor Roll and / or other events - newspaper &amp; internet editions; Greenville website Pages</b> <i>(Students' name will appear on the internet version of newspaper if answered yes)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Military</b> <i>(Names and addresses of Juniors &amp; Seniors only)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Colleges</b> <i>(Transcripts and grade information)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Free &amp; Reduced Lunch Information</b> Students who are applying to college, or who are taking standardized tests such as the SAT and AP tests, <b>may be eligible</b> for FEE WAIVERS based upon their Free/Reduced Lunch eligibility. By checking off the yes box you give permission for the Greenville Director of Guidance <b>to access only your eligibility information</b> in order to grant these fee waivers.	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
*Parent / Guardian Signature* *Date*

\_\_\_\_\_  
*Parent / Guardian (Please print name)*

To publicize the achievements of our students, we like to occasionally publish students' names, photographs and academic / extracurricular achievements in a variety of media formats such as: school notices, newsletters, our web site, the local newspapers (which includes their online editions) and television.

Individual students' or class work and / or pictures may be published on the School Department's web site from time to time in accordance with established guidelines. Such work may include creative writing, research projects, artwork, music, performances and audiovisual presentations. All student work will include a copyright notice prohibiting the copying of such work without express written permission. If a request for copying is made, the student's parent / guardian will be notified.

Phone numbers are not released unless the Guardian/parent asks specifically for that to happen.

**ALSO:**

**The No Child Left Behind Act, requires high schools to provide directory information (student names and addresses and year of graduation) for Juniors & Seniors to both military recruiters and institutions of higher education, upon request.** Parents and legal guardians of students, however, have the right to request that the school not release such information without prior written parental consent.

The purpose of this notice is to inform you of the law and to provide you the opportunity to request that information about your child not be released to either military recruiters or institutions of higher education. To prevent the release of information, you must inform Greenville School by marking your choice above.

**If you do not inform us we will be required by federal law to disclose your child's name and address to military recruiters and institutions of higher education that request this information.**

Please contact Greenville Consolidated School if you need further information. Because your child's safety is our daily concern, we ask that you fill out the information above. We are aware that some parents may have reasons for not wanting a child's name, address, phone number, photo or achievements published.

If this form is NOT filled out and returned it will be taken as your consent to allow us to provide the military and / or colleges and institutions of higher learning with your student's name and address if they request it; and your child's name will be withheld from the news media (paper & online editions) (honor roll) and other electronic media.

**This form will be kept on file until the student leaves Greenville Consolidated School. A new release may be filled out at any time. If you wish to change your selections please contact us at any time.**

## Military Identifier

The military identifier is critical to helping us identify who our military children are in a state that has a long proud tradition of military service. With this identifier, supports can be instituted for our military kids in a pro-active manner. Particularly in cases of Maine's Guard and Reserve members, deployments may go unrecognized in our classrooms across the state because of the primary civilian roles of the service members, and because members of Maine Guard and Reserve units often reside in communities that are distant from where they drill. All of our military families need support, and the military identifier will be helpful in allowing us to recognize all service-connected families in all branches of military service, including our active duty, Guard and Reserve units, who are increasingly faced with activation or deployment.

Are one or both of this student's parents on full-time duty status in the active uniformed services of the United States (including members of the National Guard and Reserve on active duty orders), or within one year of medical discharge or retirement from those uniformed services?

Yes \_\_\_\_\_

No \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent Signature \_\_\_\_\_

- Please sign and return this form to Greenville Consolidated School, regardless of whether or not this applies to your family.



## STUDENT COMPUTER AND INTERNET USE

**Greenville School Department's** computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises. Students are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the accompanying rules.

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's computer privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

**Greenville School Department's** computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

The **Greenville School Department** utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. **Greenville School Department** takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that the **Greenville School Department** cannot reasonably prevent all instances of inappropriate computer use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented by the Superintendent, consistent with Board policies and rules.

Cross Reference: IJNDB-R -- Student Computer and Internet Use Rules  
JICIA -- Weapons, Violence, Bullying and School Safety  
GBEB -- Staff Conduct with Students  
GCSA -- Employee Computer and Internet Use

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act)

First Reading: December 17, 2012

Adopted: January 28, 2013

Reviewed: December 17, 2012

By signing this you are stating that you have read and understood the document.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Greenville Consolidated School  
Policy: IJNDB-P2  
130 Pritham Avenue  
Greenville, Maine 04441

## **GREENVILLE CONSOLIDATED SCHOOL MLTI DEVICE SIGN OUT**

This policy covers MLTI devices issued to seven through twelfth grade students by the Department of Education.

The MLTI device issued to each student is an educational tool and should only be used in that capacity. Failure to comply with computer/device guidelines and computer-use policies will result in loss of device privileges.

### **SIGNING OUT DEVICES**

In order to sign out a device to take home, parents and students must attend a Family Orientation Meeting and sign the following agreement. Devices must be insured in order to go home with the student.

#### **AT HOME**

When at home, the MLTI device will always be used in a common family location with adult supervision. Parents/Guardians will have their child's login password in order to supervise student's usage at home. The device is an educational tool and is to be used as an educational tool. Proper care is required of this device.

Policy: IJNDB-P2

### **RESPONSIBILITY**

Replacement costs and/or the repair for damages that are not covered by the warrantee or insurance and that occur to the MLTI device, charger, and its carrying case while signed out to you are the sole responsibility of the parent/guardian. If the device is stolen while off school property, it should be reported to the local police authorities and Greenville Consolidated School Principal's office immediately.

If you, as the parent/guardian, at anytime would rather that your child's device NOT be brought home, please inform the school immediately.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Cross Reference: IJNDB – Student Computer and Internet Use  
IJNDB-R – Student Computer and Internet Use Rules

Reviewed: December 17, 2012