Oklahoma City Public Schools

STUDENT REGISTRATION/ENROLLMENT PACKET

WELCOME to Oklahoma City Public Schools, the largest school district in Oklahoma with dedicated staff providing a wide range of opportunities for an incredible year of student learning!

AGE REQUIREMENTS TO ENROLL IN PUBLIC SCHOOL:

On or before September 1st of the school year the child is enrolling for, the student must be age 4 to enroll in PK, age 5 to enroll in KG, and may be ages 6-21 to enroll in grades 1-12.

IN ADDITION TO THE ENCLOSED FORMS, PARENTS OR GUARDIANS MUST PROVIDE THE FOLLOWING:

1. CHILD'S BIRTH CERTIFICATE

The school will make a copy of the original to file in the student's cumulative folder. (Birth Certificate doesn't need to be provided if already on file at the school.)

2. CURRENT IMMUNIZATION RECORD

Requirements are listed on the Oklahoma State Department of Health's website: https://www.occhd.org/eng/health-services/immunizations Vaccine Requirements: PK-12 grades

3. TWO PROOFS OF RESIDENCY

May include, but not limited, to the following:

- Proof of payment of local personal income or property taxes
- Title to residential property in the district, or a valid unexpired lease agreement, or current receipts for payment of rent on a district residence where the student lives
- Proof of current utilities (gas, water, or electric bills)
- A valid, unexpired driver's license or motor vehicle registration
- Voter registration

4. PHOTO ID OF PARENT

Acceptable forms of ID includes: State Issued ID, Driver's License, Matricula, or Passport. ID must have an expiration date and must be current.

 Contact your school site or the District PK-12 Schools Office at 587-0049 with any enrollment issues.

5. PREVIOUS SCHOOL'S WITHDRAWAL FORM AND REPORT CARD OR TRANSCRIPT

When enrolling from a non-OKCPS site, please include the withdrawal form from the student's previous school as well as a report card or transcript to expedite proper classroom and schedule placement.

PAQUETE DE REGISTRATION/ INSCRIPCIÓN DEL ESTUDIANTE

Los padres y tutores deben matricular a sus hijos en su escuela de residencia. Los padres pueden utilizar el localizador de la escuela de nuestro distrito que se encuentra en la página principal de www.okcps.org, o póngase en contacto con los Servicios Estudiantiles al 587-0438 para poder identificar la escuela de residencia que le pertenece.

REQUISITOS DE EDAD PARA INSCRIBIRSE EN LA ESCUELA PÚBLICA:

En o antes del 01 de septiembre del año escolar, el niño que se está inscribiendo debe tener 4 años de edad para inscribirse en PK, 5 años de edad para inscribirse en KG, y puede tener las edades de 6-21 anos de edad para inscribirse en los grados 1-12.

ADEMÁS DE LOS FORMULARIOS DE INSCRIPCIÓN CERRADOS, PADRES O TUTORES DEBEN PROPORCIONAR LO SIGUIENTE:

1. CERTIFICADO DE NACIMIENTO DEL NIÑO

La escuela hará una copia del original para ser archivado en la carpeta escolar del estudiante.

(No será necesario proveer Certificado de nacimiento si ya esta archivado en la escuela.)

2. REGISTROS DE VACUNAS

Los requisitos se encuentran en la página web del Departamento de Salud del Estado de Oklahoma: https://www.occhd.org/eng/health-services/immunizations Vaccine Requirements: PK-12 grades Pongase en contacto con su médico regular o el Departamento de Salud del Estado para ubicar localidades donde su hijo podría obtener vacunas que aún puede necesitar.

3. TWO PRUEBAS DE RESIDENCIA

Puede incluir lo siguiente, pero no está limitado a:

- Comprobante de pago de la renta personal o de impuestos locales de propiedad.
- Título de propiedad residencial en el distrito, o un contrato de arrendamiento vigente válido, o los recibos de pago de alquiler en una residencia del distrito donde vive el estudiante
- Comprobante de utilidades actuales (gas, agua, o las facturas de electricidad)
- Licencia de conducir o registración del vehículo válida y vigente
- La inscripción de votantes

4. ID CON FOTO DE LOS PADRES

Formas aceptables de identificación incluyen: ID del Estado, Licencia de Conducir, Matricula, o Pasaporte. El ID debe tener una fecha de vencimiento y debe estar al dia.

Contact your school site or the District PK-12 Schools Office at 587-0049 with any enrollment issues.

5. FORMULARIO DE RETIRO DE LA ESCUELA ANTERIOR (si procede)

Cuando se matricule en una escuela que no corresponde a OKCPS, incluya el formulario de baja de la escuela anterior del estudiante, asi como un certificado de estudios para agilizar el proceso y sea colocado en el aula y horario adecuado.

Oklahoma City Public Schools

STUDENT REGISTRATION/ENROLLMENT PACKET

Welcome to Oklahoma City Public Schools!

Please gather the following to complete the Registration/Enrollment Information:

- Household Information address and phone numbers (2 proofs of residency)
- Parent Information work and cell phone numbers, email addresses (Photo ID)
- Student Information demographic/health/medication (Birth Certificate & Immunization Record)
- Emergency Contact(s) address(es), date of birth, and phone number(s)

The district will receive the data exactly as it is entered by you:

- Please spell student name(s) exactly as it appears on the birth certificate
- Please spell parent/guardian name(s) exactly as it appears on the photo ID
- Capitalize the first letter of a name and use proper punctuation when applicable (First Middle Last)
- Please enter Dates as MM/DD/YYYY (MM = Month; DD = Day; YYYY = Year)
- Please enter phone numbers as xxx-xxx-xxxx
- Please contact your school's front office for assistance.

Parent/Guardian, please complete the following questions regarding your student enroll	ing today:					
☐ My student is returning to OKCPS. Previously Attended School:						
□ My student is brand new to OKCPS. Previous District, School, City, State						
School Previously Attended	[a					
□ Public □ Private □ Charter □ Homeschool □ Parochial □ None	Student Name					
	ID Number					
REGISTRATION/ENROLLMENT PACKET						
HOUSEHOLD INFORMATION (Provide 2 Proofs of Residency to Front Office)						
HOUSING SURVEY (Check where Student Resides/Sleeps at Night)						
PERMANENT ADDRESS:						
☐ At the Primary address listed below (Address is in the OKCPS boundary for						
If enrolling in a different OKCPS site, (must have received Principal approval): ☐ At the Primary address listed below (Address is outside of OKCPS boundaries and						
Transfer approval required through Student Services (must have received Principal ap	pproval): Open Transfer Emergency Transfer					
TEMPORARY ADDRESS: (Mckinney Vento information will be provided to the Discussion of the Discussion	trict Office)					
☐ Living in a car, park, temporary trailer park or campground due to lack of alternative control in a car, park, temporary trailer park or campground due to lack of alternative control in a car, park, temporary trailer park or campground due to lack of alternative control in a car, park, temporary trailer park or campground due to lack of alternative control in a car, park, temporary trailer park or campground due to lack of alternative control in a car, park, temporary trailer park or campground due to lack of alternative control in a car, park, temporary trailer park or campground due to lack of alternative control in a car, park, temporary trailer park or campground due to lack of alternative control in a car, park, temporary trailer park or campground due to lack of alternative control in a car, park, temporary trailer park or campground due to lack of alternative control in a car, park, the car, p						
abandoned building, substandard housing, bus or train station, public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings or similar settings.						
☐ In a house, building or trailer without water or electricity.						
☐ Temporarily with another family member or friend due to parent/guardian's loss affordable housing (doubled up)	s of job, loss of housing until we can locate					
☐ In a hotel or motel until we can locate affordable housing						
☐ With an adult that is not a parent or legal guardian ☐ With friends/relatives/sleng/or in different legations without an adult serving as	a caregiver (unaccompanied youth)					
☐ With friends/relatives/alone/or in different locations without an adult serving as a caregiver (unaccompanied youth) ☐ Wherever I can find a place to stay at night						
□ Other. Please explain						
If you selected one of the options above, please fill out the McKinney-Vento Enrollment Questionnaire available in the school's front office.						
PRIMARY ADDRESS {List Student's Primary (Permanent or Temporary) House# and Street Name}	City					
	Chaha 7:a					
House # Street Name (include direction and street type)	Apt County					
SECONDARY ADDRESS (List Secondary House#/Street where Second Parent/Guardian Resides) If Applical						
House # Street Name	State Zip					
(include direction and street type)	County					
MAILING ADDRESS (List PO Box/Other for Receiving Mail) If Applicable	City					
House # Street Name (include direction and street type)	Apt State Zip					
(include direction and street type)	County					

Parent Information (Provide Photo ID to Front Office)

PARENT/GUARDIAN/OTHER (1) NAME (WRITE NAME AS SHOWN ON PHOTO ID) D.		DATE OF BIRTH	OF BIRTH (MM/DD/YYYY)			R □ M	
Resides at: (Address Listed on Page 2) Primary Address Secondary Address Other:	HOME LANGUAGE Is a language other than English used in your home? No Yes List Language Spoken More Often Less Often Note: All students must have a completed 'HOME LANGUAGE SURVEY FOR PRE-K-12 SCHOOL DISTRICTS' form on fil				I prefer to receive letters or phone calls from school in: □ English □ Spanish □ Other		
HOUSEHOLD INFORMATION SURVEY is used in a number of ways that impact other federal and state funding to your school. Please help us gather this important information, that will be confidential and not shared with anyone except state and federal funding sources. * Annual Gross Income: (Report all household income) List the Number of People in your Household = Less than \$21,775							
* Highest Level of School Completed: 🗆 No Dip	oloma or Degree 🗆 GED 🗆 HS Diploma 🗀 Assoc	iate Degree □	Bachelor Degree		J Over \$106,431 octorate		
Relationship to Student: Emergency Contact, and Legal Guardian/Custody Custody Alert (Provide legal documentation) Other: List	Place of Employment: Are you a civilian working on federally owned property? No Yes If Yes, Please list where employed: Are you in the Military? No Yes If Yes, Check: Armed Forces National Guard Reserves				Are you a migrant worker? □ No □ Yes		
Parent(s)/Guardian(s) must Complete and Sign the enclosed Release Agreements form.	Home Phone (xxx) xxx-xxxx Cell Phone (xxx) xxx-xxxx				Work	Phone (xxx) xxx-xxxx	
PARENT/GUARDIAN (1) EMAIL:@							
Contact prefere	nces will default for you to receive notifications	through your I	nfinite Campus Parent Portal a	and email ((if applicable).		
PARENT/GUARDIAN/OTHER (2) NAME (WRITE NAME	E AS SHOWN ON PHOTO ID)	DATE OF BIRTH	(MM/DD/YYYY)		GENDI □ F	R □ M	
Resides at: (Address Listed on Page 2) Primary Address Secondary Address Other:	HOME LANGUAGE Is a language other than English used in your home? No Yes List Language Spoken More Often Less Often Note: All students must have a completed 'HOME LANGUAGE SURVEY FOR PRE-K-12 SCHOOL DISTRICTS' form on file				I prefer to receive letters or phone calls from school in: □ English □ Spanish □ Other		
Relationship to Student: ✓ Emergency Contact, and □ Legal Guardian/Custody □ Custody Alert (Provide legal documentation) □ Other: List	Place of Employment: Are you a civilian working on federally owned property? No Yes If Yes, Please list where employed: Are you in the Military? No Yes If Yes, Check: Armed Forces National Guard Reserves					u a migrant worker? No □ Yes	
Parent(s)/Guardian(s) must Complete and Sign the enclosed Release Agreements form.	Home Phone (xxx) xxx-xxxx Cell Phone (xxx) xxx-xxxx			Work	Work Phone (xxx) xxx-xxxx		
PARENT/GUARDIAN (2) EMAIL:			@				
1. Emergency Contact Name & Address (Write Na	me/Address as shown on Photo ID)		Date of Birth (MM/DD/YYYY)			GENDER □ F □ M	
Relationship to Student Emergency Contact			Home Phone (xxx) xxx-xxxx Cell Phone (xxx) xxx-xxxx			Work Phone (xxx) xxx-xxxx	
2. Emergency Contact Name & Address (Write Name/Address as shown on Photo ID)			Date of Birth (MM/DD/YYYY)			GENDER	
Relationship to Student Emergency Contact			Home Phone (xxx) xxx-xxxx	Cell Phone	ell Phone (xxx) xxx-xxxx Work Phone		

Student Information (Provide Birth Certificate(s) & Immunization Records for Student to Front Office)

								1	_		
STUDENT (1) FULL NAME (WRITE NAME AS SHO	WN ON BIRTH CERTIFI	CATE OR OTHER APPROVED SO	OURCE)					DATE OF BIRTH (MM/DD/YYYY)		ACE OF BIRTH	
Last		First				Middle	Suffix	(11117)		TY	
										TATE Duntry	
										ININU	
GENDER - F - M	Date student F	IRST ENROLLED in U.S. Pu	ıblic So	chool (MI	M/DD/YY	YY)			E	ntering Grade Level	
Has Student Ever Been Retained	School Previ	iously Attended					Na	me of Last Scho	nol o	r Dra_School Attended	
☐ Yes ☐ No If Yes, What Grade(s)?	□ Public	☐ Private ☐ Charte	r ſ	□ Homesc	hool	□ Parochial □ I	None	inc or Last Sont	Last School or Pre-School Attended		
ETHNICITY/RACE											
Is the Student Hispanic/Latino?		ling for the FIRST time in			_						
□ No □ Yes	Please check the	following if the student o	r parei	it partici	pateu: (S	B 369):					
Please check all that apply:	☐ Childcare/Dayca	are licensed by Department	of Hum	an Servic	es (DHS)		Head Start, E	arly Start, or Ev	en St	tart	
☐ American Indian or Alaska Native		gram operated by Oklahom			ent of Edu		-	ogram (for Par)	
□ Asian		nts as Teachers (OPAT) oper						ol Prekindergai		anavatad bu tha Oklahama	
☐ Black or African American		rogram operated by the Okla alth Programs (Child Guida				JI NEAILII 🗆		f Health (i.e. Fo		operated by the Oklahoma Care)	
☐ Native Hawaiian/Pacific Islander		re Parents, Growing in Fami		11000 1100	artiny		Dopar amone c			ou. 07	
White											
TRANSPORTATION Walks to School		NT NUTRITION SERVICES				TITLE VII STUDENT EL Student has an active			STUDENT SERVICES RECEIVED		
☐ Is a Car Rider		dent attends a Community	/ Eligib	ility		n a United States Tri			☐ IEP (Individualized		
Rides OKCPS School Bus		vision (CEP) School eck with Office if unsure)				□ No			Educational Program)		
☐ Rides Daycare Bus		dent does not attend a CE	D Cabe	nol.		Yes: List Tribe*			□ 504 Plan (Medical; non-IEP)		
Daycare Name:		ent must complete the SNS		,		IGO. LIOU IIIUU			_	•	
Daycare Contact:		I Application each year wi			.				_	ELD/ELL	
Daycare Phone:	days	s prior to the start of school	ol. Visit		,	*Please complete th	e form:		☐ Gifted/Talented		
□ Student is a Car Driver	I Nuti	rition Services online at v.okcpsnutrition.org			1	litle VII Student Eligi	bility Certific			Foster Care Placement	
Driver License #		v.okopsiluti itioii.org			'	Form available at sci	hool front of	ice		Other (Please list)	
Tag #											
Make Model											
OTHER CHILDREN IN HOUSEHOLD				l	T.,			l _a			
Name			Age	Gender	Name o	f School		Gra	ade	Date of Birth	
HEALTH SERVICES*											
Dhyeician.		Dhysician Dhon	۵.				Inenital Draf	erence.			
Physician:							iuspilai riei	erence:			
Check any Medical or Mental Health Con		_	ı ongo		-	our chila:					
☐ ALLERGIES food/insect/medication		mp/Other			Cancer	brasia		☐ Seizure		rahlama	
Asthma*											
Hearing or Speech problems ADD/ADHD Head injuries/ Other:											
☐ Vision problems		Bleeding problems/Sickle	Cell			ies/Migraines					
☐ Uses EpiPen	☐ Anxiety/	•			Heart Co						
☐ Uses Inhaler/breathing machine ☐ Bladder/Bowel problems ☐ Hospitalizations/Surgeries											
*Additional forms available for students with asthma, diabetes and seizure disorders.											
List Medications your child takes regularly		•			_ n.t.	o Cohoo!	« Cabaa!	□ A64 C-1	J		
1							_	□ After Schoo □ After Schoo			
2							_	□ After Schoo □ After Schoo			
3 Before School During School After School											
Students requiring ANY medication at school MUST have a current school Medication Request and Release on file. <i>Form available at school front office.</i> Physician authorization and parental consent is required for any prescribed or over the counter medication to be given at school.											
- Hystoluli C	pi	· ·		E USE ON							
IMMUNIZATIONS (Provide to Front Office to	Verify)	TRANSFER Approved b					Parent I	Provided- (Provi	ide to	n Front Office to Verify)	
	•				Provided: (Provide to Front Office to Verify) ort Card/Transcript						
PK	7-12 5 DPT	Desident student transferming from another OVODC site			er OKCPS site	☐ Enrollment History					
3 Polio 4 Polio	4 Polio	4 Polio □ Open Transfer *				☐ Discipline History					
1 MMR	2 MMR	! MMR Non-Resident student from an outside □ Pa					Parent did not provide records;				
3 Hep B 3 Hep B	3 Hep B 3 Hep B District during OT period or meets SDE criteria Submitted Request for Records:										
2 Hep A 2 Hep A 2 Hep A by Initial Non-Resident student from an outside District during the year Notes:				by Initials							
Total Student Formation and Outside District during the year wotes: 1 Tdap											

Oklahoma City Public Schools

Release Agreements (Annual Permissions)

UNLESS 'NO' IS CHECKED BELOW, PARENT AND STUDENT(S) AGREE TO THE FOLLOWING:								
□ No		Expectations and Student Code of Conduct - Student and parent understand the student will be held accountable for behavior and subject to disciplinary consequences outlined in the expectations and student code of conduct.						
□ No	policy (AUP) may result in lo Student is given parent perm	KCPS Acceptable Use Policy (AUP) - Student and parent understand violating the OKCPS acceptable use blicy (AUP) may result in loss of internet / computer privileges and/or other district disciplinary measures. Eudent is given parent permission to access, produce, video conference, and communicate information on the strict network resources for the current school year for class assignments under the supervision of the teacher.						
□ No	Textbook Responsibility - Parent will be responsible for any textbooks issued to student listed below for his/her use while he/she is enrolled in OKCPS.							
□ No	Student Directory Information - Parent gives permission for release of student directory information which may include a student's name, address, telephone number, the name of the student's parents, the student's date and place of birth, the student's major field of study, study and class designation (grade), the student's extracurricular participation, the student's achievements or honors, the student's photograph or video, the student's dates of attendance, and the most recent educational institution the student attended prior to enrolling in the OKCPS district. If the student is a member of an athletic team, the student's height and weight may be provided to third-parties upon request, directory information will be provided, without parental notification or written authorization, to third-parties who requests the information.							
□No	Military Pacruitars - Parent grants permission for the OKCPS district to release directory information regarding							
□ No	Metropolitan Library Card - Parent gives permission for the OKCPS district to release directory information regarding the student listed below to the Metropolitan Library for issuance of a library one card.							
□ No	Medical Treatment - When a principal or teacher is unable to reach you in the event that your child is injured in an accident or becomes seriously ill, EMSA may be called and the cost directed to you. EMSA will only be called in medical emergencies and/or if you cannot be contacted. You must provide your school with current phone numbers and additional emergency contacts to be reached should your child become seriously ill or injured during school hours, thus requiring emergency medical treatment.							
CPR Instruction for Students - Parent gives permission for the student to receive CPR instructions provided by OKCPS. All students in public schools shall receive instruction in cardiopulmonary resuscitation (CPR) at least once between ninth and twelfth grade, as required by the Dustin Rhodes and Lindsey Steed CPR training act (70 o.s. § 1210.199). As required by the act, instruction of CPR shall be based upon an instructional program which is nationally recognized and evidence-based. School districts may use emergency medical technicians, paramedics, police officers, firefighters, teachers, other school employees, or other similarly qualified individuals or organizations to provide the instruction. A school administrator may waive this requirement for an eligible student who has a disability.								
Tutors and Mentors - OKCPS is committed to offering opportunities for the community to be involved in our schools. Through this commitment, your child may be provided with a tutor, mentor, and/or other volunteers who will support educational achievement.								
Photo/Media Release Permission - Under the supervision of the principal or district administrator for district activities, student and parent agree to the usage and/or publishing of photographs, video, or interview on the district website, social or news media websites.								
Parent Notification - Parent agrees to receive text messages, autodialed and/or prerecorded calls and text messages from the district or school regarding school closings or upcoming events. Telephone Consumer Protection Act (TCPA) - http://www.celaw.com/blog/telephone-consumer-protection-act-compliance-recent-fcc-rules-school-districts								
Print Stude	ent Name	Student Signature	Date					
Print Parent/Guardian Name		Parent/Guardian Signature	Date					