

Welcome to Kentwood Public Schools! We hope your student's educational experience with us is rewarding and enjoyable. For your convenience, we have made available a variety of enrollment forms for you to complete prior to registering your student. Please bring completed forms and residency information along with you to the school within your attendance area. If you have questions regarding registration procedures or ELL services, please contact the Student Services Office at 455-4400, ext. #79927.

PROGRAM DESCRIPTION

The district is committed to providing a quality educational program for every student. The English Language Learner Program is designed to empower students who are not fluent English speakers by helping them build academic, cultural, and social competency in the English language. More specifically, highly qualified staff and teachers of English work directly with students in building vocabulary and comprehension, understanding American culture and increasing language acquisition skills. These skills are taught in a variety of formats including pull-out sessions for elementary and sheltered instruction classrooms at the secondary level. ELL students also receive additional support through paraprofessional staff that supports literacy development, parental involvement and acclimation to a new culture. The overall goal of the ELL services is to remove language barriers and ensure that every student is prepared to become a responsible citizen and employee. Students enrolling in the district who are new to the country and are eligible for the English Language Learner Program, are strongly encouraged to participate.

GETTING STARTED WITH ENROLLMENT PROCEDURES

Parents are required to bring in the following documents along with the required registration forms (**see bottom of page**) to register their student for school:

- A driver's license or state identification card showing parent or guardian's name and address within the district
- Current (dated within 12 months of the date of enrollment):
 1. Closing Statement
 2. Signed lease with lease holder's name, address, phone number
 3. Landlord affidavit (district form)
 4. Current property tax bill
 5. Mortgage payment book relating to the property address within the district
- Two of the following current bills (within 30 days, showing name of parent/guardian and address within district):
 1. Gas bill
 2. Electric bill
 3. Telephone/cell phone bill
 4. Cable or satellite bill
 5. City water/sewage bill
 6. Other utility bill confirming residency in the house within the district
- Legal guardians must also provide a copy of current Probate Court Letters or Guardianship
- One of the following:
 1. An original copy of the student's certified birth certificate
 2. Passport
 3. I-94
- Proof of immunization requirements
- Please provide student's report card/transcripts from last school attended if outside the United States. If these documents are in your native language, they will be translated to determine appropriate academic credit for your student.
- If your student has been receiving special education services, please provide documents regarding these services. These documents will be translated to determine appropriate academic placement.

Please complete required forms:

[Registration Form](#)
[Emergency Contact Form](#)

[Home Language Survey Form](#)
[District Field Trip Permission Form](#)

KENTWOOD PUBLIC SCHOOLS REGISTRATION FORM



Kentwood Public Schools, together with parents and the community will educate all students in a safe, secure environment. We are committed to excellence, equity, and diversity in education. Our goal is for each student to master and apply the essential skills to be a successful, productive citizen.

ENROLLMENT DATE: _____

PLEASE PRINT INFORMATION

STUDENT'S LEGAL NAME: _____ (First) (complete middle name) (Last)

Student's Language: [] English [] Other (language) Student Language in home: [] English [] Other (language)

Residency: [] In Kentwood Public Schools District [] Outside of Kentwood District (Non-Resident Release Form needed)

Sex: [] Male [] Female Year of Graduation _____ GRADE LEVEL: _____

Birthdate: _____ Mo/Day/Yr Age: _____ Birthplace: _____ City/State/Country

Ethnic Background: [] Immigrant [] Refugee

Check only one: [] Hispanic or Latino [] White [] Hispanic/White [] Native Hawaiian/or other Pacific Islander [] Black or African American [] Black/White [] Asian American [] American Indian or Alaskan Native

Student Resides With: [] (B) Both Parents [] (M) Mother Only [] (O) Relative [] (F) Father Only [] (MS) Mother/Stepfather [] (FO) Foster Home [] (FS) Father/Stepmother [] (G) Guardian [] (CP) Court Placed

Student's Address: _____ (Apt. #) (Apt.. Complex) (House #) (Street Name) _____ (City) (State) (Zip Code) Home Telephone No. _____ Unlisted ? [] Yes [] No

CONTACT INFORMATION:

PRIMARY Parent/Guardian: _____ Relationship to Student _____ Home Phone _____ Place of Employment _____ Work/Pager/Cell Phone Number _____ Email Address _____

SECONDARY Parent/Guardian: _____ Relationship to Student _____ Home Phone _____ Place of Employment _____ Work/Pager/Cell Phone Number _____ Email Address _____

Parent Living Elsewhere: [] Yes [] No Parent's Name _____ Relationship: _____

Request mailings to parent living elsewhere: [] Yes [] No

Phone No: _____ E-mail address _____ (Address) (Apt. #) (City) (State) (Zip Code) FAX No. _____

Father's Education: Last grade completed _____ College yrs. Completed _____ Mother's Education: Last grade completed _____ College yrs. Completed _____

Other siblings in residence who attend Kentwood Public Schools:

Name _____ Grade _____ Building _____ [] natural sibling [] step-sibling Name _____ Grade _____ Building _____ [] natural sibling [] step-sibling

Did student EVER attend Kentwood Public Schools: [] Yes [] No If no, school attended: _____

OTHER INFORMATION:

- Kentwood Public Schools has permission to publish the information provided on this form in a school directory [] Yes [] No
Kentwood Public Schools has permission to release photos/videos of my son/daughter [] Yes [] No
Has your student received special services in the past? [] Yes [] No (If yes, please identify type): _____
Has your student ever been expelled, suspended, or recommended for expulsion or long-term suspension? [] Yes [] No

I certify, that as the parent/legal guardian, all information provided above is true and accurate, and that my child and I reside at the listed address. Falsifying information may lead to student dismissal.

(Signature of Parent/Guardian) _____ (Date) _____

Kentwood Public Schools

Home Language Survey

Our schools need to know the language(s) spoken and heard at home by each child. This information will be used by the district to determine the best instruction possible for all students.

Please answer the following questions. Thank you for your help.

Name of Student: _____ School: _____

Grade: _____

Age: _____

1. Which language did your child first learn to speak? English Other: _____
2. What language does your child use most often at home? English Other: _____
3. What language do you most often use to speak to your child? English Other: _____
4. Does your child understand a language other than English? No Yes, please list: _____

5. In what country was your child born? USA Other: _____
6. If your child was born outside of the USA,
 - a. Is he/she a refugee? Yes No
 - b. When did he/she arrive in the U.S.? ___/___/___
 - c. Country of immigration: _____
 - d. When did he/she first attend a U.S. school? ___/___/___

Signature of Parent or Guardian: _____ Date: _____

Address: _____ Phone: _____

School Staff: If a language other than English is indicated, please give a copy to the ELL teacher to administer the ELPA Screener. The ELL teacher will stamp HLS to indicate if student is eligible for ELL services. File the **stamped** form in the student's CA-60.

ANNUAL FIELD TRIP PERMISSION FORM

To simplify the procedure for educational field trips, we ask you to sign one permission slip for anticipated field trips during this school year. You will be notified in advance of any trips. **Participation in any field trip is voluntary.** You will not be required to sign another permission slip, except for trips outside of Michigan.

Dear Parent/Guardian:

Kentwood Public Schools believes field trips are an important way to offer our students firsthand learning experiences. A field trip is a school-sponsored activity that provides students with opportunities for educational enrichment consistent with the student's curriculum outside the traditional classroom environment.

Please complete the information requested below allowing your student permission to participate in school sponsored field trips and to be transported by school bus, public transportation and/or staff members or parents driving private vehicles.

STATEMENT OF PERMISSION

_____ (*student name*) has my/our permission to participate in all field trips during the current school year. I/we agree that the field trips provide educational opportunities that enhance Student's learning. I/we understand that field trips take place away from school grounds and that Student will be supervised by designated District employees or agents. Student and I/we agree that Student must follow the Student Code of Conduct during all field trips.

RELEASE OF LIABILITY

As parent(s) or guardian(s), I/we acknowledge my/our responsibility for legal liability imposed on me/us as a result of any actions taken by Student during a field trip. I/we also, for Student and ourselves, release Kentwood Public Schools and its employees, officers and agents from any liability for all claims, accidents, injuries, or property damage caused by or arising out of a school sponsored educational field trip. I also understand and agree that the District is immune from any and all liability for claims, accidents, injuries or property damage that may occur during a District sponsored field trip, **except for injuries caused by the gross negligence of District employees, officers, and agents.**

CONSENT TO AUTHORIZE MEDICAL TREATMENT

I/we understand that a reasonable effort will normally be made to reach me if it becomes necessary to arrange emergency or other medical care for student due to accident or illness. I/we further agree that if we are not readily available to give permission and direction for rendering emergency or necessary medical treatment, such care may be arranged without further consent of either of us. I/we hereby appoint Kentwood staff as my/our authorized representative and attorney-in-fact to decide on and authorize any emergency or other treatment deemed necessary due to illness or injury during any field trip. I/we personally assume responsibility for any costs of such care not covered by insurance.

Parent/Guardian Name (printed)

Parent/Guardian Signature* Date

Parent/Guardian Name (printed)

Parent/Guardian Signature Date

**Where possible, each parent or guardian with legal custody of minor student should sign this form.*