



## **Byron-Bergen Central School District Central Student Registration**

6917 W. Bergen Rd., Bergen, NY 14416

Phone (585) 494-1220 ext. 2229

Fax (585) 494-2613

### **Registration Procedures for Pre-School Education (CPSE)**

Welcome to the Byron-Bergen Central School District. Parents/legal guardians will register all school-aged children in Central Registration (located in the District Office).

In addition to the forms that follow this cover page, the District requests the following information:

#### **Proof of a Student's Address** *(fill out the Residency Questionnaire on pg. 2)*

Some examples include a lease or mortgage statement, recent utility bill, bank statement, or pay stub. Please contact the registration office for other examples of acceptable proof.

#### **Documentation of Age**

Some examples include an original birth certificate, record of baptism, passport. Please contact the registration office for other examples of acceptable proof.

#### **Record of Immunization and Health Records**

**Contact the registration office at (585) 494-1220 ext. 2229 if you have any questions.**

Office hours: 7:30 a.m. to 3:30 p.m. (M-Th) and 7:30 a.m. to 3:00 p.m. (F)

Summer hours: 7:30 a.m. to 1:30 p.m. (M-Th) and 7:30 a.m. to 1:00 p.m. (F)

These documents have been revised to comply with the Amendment of the Regulations of the Commissioner of Education (Subdivision (y) of section 100.2) as adopted by the Board of Regents on December 16, 2014.

Complaints concerning enrollment and registration can be submitted to the OAG by mail to 120 Broadway, 23<sup>rd</sup> Floor, New York, NY 10271, by phone to (212) 416-8250, or by email to [civil.rights@ag.ny.gov](mailto:civil.rights@ag.ny.gov).



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## ENROLLMENT FORM - RESIDENCY QUESTIONNAIRE

Name of LEA: Byron-Bergen Central School District

Name of School: Byron Bergen Central School District

Name of Student: \_\_\_\_\_  
Last First Middle

Gender: ☐ Male Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_ ID#: \_\_\_\_  
☐ Female Month Day Year (preschool-12) (optional)  
☐ Non-Binary

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**The answer you give below will help the District determine what services your child may be able to receive under the McKinney-Vento Act.**

**Where is the student currently living?** (Please check one box.)

☐ In permanent housing

Temporary living situation:

☐ In a shelter

☐ With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as “doubled-up”)

☐ In a hotel/motel

☐ In a car, park, bus, train, or campsite

☐ Other temporary living Situation (Please Describe): \_\_\_\_\_

Address resided at during loss of housing \_\_\_\_\_

\_\_\_\_\_  
**Print name** of Parent, Guardian, or  
Student (for unaccompanied homeless youth)

\_\_\_\_\_  
**Signature** of Parent, Guardian, or  
Student (for unaccompanied homeless youth)

\_\_\_\_\_  
**Date**



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## Student Racial and Ethnic Identification

To the Parent/Guardian: The BYRON-BERGEN CENTRAL SCHOOL DISTRICT has an Administrative Regulation which requires the collection and recording of the ethnic identity of students in the BYRON-BERGEN CENTRAL SCHOOL DISTRICT in accordance with the Federal categories and definitions. The information will be used to:

- Report information to the State and Federal Education Departments.
- Plan educational programs and make sure that they are readily available to all students.
- Study the movement of students in different ethnic groups as they move from school to school.
- Analyze differences in academic performance, attendance, and completion of school.

We need your help in order to accomplish this task. Please review the Racial/Ethnic definitions on the back of this page. Put a check (✓) in the box for the category or categories which best describes your child. The BYRON-BERGEN CENTRAL SCHOOL DISTRICT understands the sensitive nature of this information and wishes to assure you that it will be kept secure and confidential in accordance with all State and Federal student privacy laws and regulations. If the information requested is not provided on this form on behalf of your child, a Student Records Officer from the school or district will be required to identify the group to which the student appears to belong, identifies with, or is regarded in the community as belonging. Thank you for your cooperation.

### CONFIDENTIALITY PROCEDURES and REGULATIONS

**To School Staff:** This form will be filed in the student's permanent record as confidential information.

**To the Parent/Guardian:** The information which you have provided on this form is confidential. It is protected by the Confidentiality Regulations cited below.

*The Family Educational Rights and Privacy Act (1974) prohibits unauthorized access to student records and unauthorized release of any student record information identifiable by either student name or student identification number.*

**Please complete this form and return the form to the Main Office.**



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## Student Racial and Ethnic Identification

All students between 5 and 21 years of age have the right to a free public education. Children may not be refused admission because of race, color, creed or national origin, sex, citizenship, handicapping condition, or immigration status.

**Byron-Bergen Central School (please check):**

☐ ELEMENTARY SCHOOL (Pre-K-5)    ☐ JR. HIGH SCHOOL (6-8)    ☐ SR.HIGH SCHOOL (9-12)

**School District Student Identification Number:**

**Date of Birth (Month/Day/Year):**

/ /

**Student Name (Last, First, Middle):**

**Grade Level:**

### DIRECTIONS TO PARENT/GUARDIAN

PLEASE ANSWER QUESTIONS (1) and (2). PLEASE READ THEM BEFORE YOU RESPOND.

For question (1), check (✓) the box that best describes your child. Check (✓) only ONE box.

1. **Is the student Hispanic, Latino, or of Spanish origin?** Hispanic, Latino, or of Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

☐ Yes, Hispanic  
☐ No, not Hispanic

2. **Select one or more races from the following five racial groups.**

For question (2) check (✓) all groups that apply to your child. Check (✓) at least ONE box.

- ☐ **AMERICAN INDIAN OR ALASKA NATIVE:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community recognition.
- ☐ **ASIAN:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippine Islands, Thailand, and Vietnam.
- ☐ **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **BLACK:** A person having origins in any of the black racial groups of Africa.
- ☐ **WHITE:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

Relationship to Student (please check one box below):

☐ Mother    ☐ Father    ☐ Guardian    ☐ Other (specify): \_\_\_\_\_

**See reverse for important message to Parents/Guardians and Confidentiality Procedures and Regulations.**



**STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**  
Office of P-12

Lisette Colón-Collins, Assistant Commissioner  
Office of Bilingual Education and World Languages

55 Hanson Place, Room 594  
Brooklyn, New York 11217  
Tel: (718) 722-2445 / Fax: (718) 722-2459

89 Washington Avenue, Room 528EB  
Albany, New York 12234  
(518) 474-8775 / Fax: (518) 474-7948

## Home Language Questionnaire (HLQ)

*Dear Parent or Guardian:*  
*In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and personal history. Please complete the sections below entitled Language Background and Educational History. Your assistance in answering these questions is greatly appreciated. Thank you.*

**Please write clearly when completing this section.**

**STUDENT NAME:**

First Middle Last

**DATE OF BIRTH:**

Month Day Year

**GENDER:**

☐ Male ☐ Non-Binary  
☐ Female

**PARENT/PERSON IN PARENTAL RELATION INFO:**

Last Name First Name Relation to Student

HOME LANGUAGE CODE

### Language Background (Please check all that apply.)

1. What language(s) is(are) spoken in the student's home or residence? ☐ English ☐ Other specify
2. What was the first language your child learned? ☐ English ☐ Other specify
3. What is the Home Language of each parent/guardian? ☐ Mother specify ☐ Father specify  
☐ Guardian(s) specify
4. What language(s) does your child understand? ☐ English ☐ Other specify
5. What language(s) does your child speak? ☐ English ☐ Other specify ☐ Does not speak
6. What language(s) does your child read? ☐ English ☐ Other specify ☐ Does not read
7. What language(s) does your child write? ☐ English ☐ Other specify ☐ Does not write

### THIS SECTION TO BE COMPLETED BY DISTRICT IN WHICH STUDENT IS REGISTERED:

**SCHOOL DISTRICT INFORMATION:**

**STUDENT ID NUMBER IN NYS STUDENT  
INFORMATION SYSTEM:**

District Name (Number) & School

Address

# Home Language Questionnaire (HLQ)—Page Two

## Educational History

8. Indicate the total number of years that your child has been enrolled in school \_\_\_\_\_

9. Do you think your child may have any difficulties or conditions that affect his or her ability to understand, speak, read or write in English or any other language? If yes, please describe them.

Yes\* ☐ No ☐ Not sure ☐

\*If yes, please explain: \_\_\_\_\_

How severe do you think these difficulties are? ☐ Minor ☐ Somewhat severe ☐ Very severe

10a. Has your child ever been referred for a special education evaluation in the past? ☐ No ☐ Yes\* \*Please complete 10b below

10b. \*If referred for an evaluation, has your child ever received any special education services in the past?

☐ No ☐ Yes – Type of services received: \_\_\_\_\_

Age at which services received (Please check all that apply):

☐ Birth to 3 years (Early Intervention) ☐ 3 to 5 years (Special Education) ☐ 6 years or older (Special Education)

10c. Does your child have an Individualized Education Program (IEP)? ☐ No ☐ Yes

11. Is there anything else you think is important for the school to know about your child? (e.g., special talents, health concerns, etc.)

12. In what language(s) would you like to receive information from the school? \_\_\_\_\_

Signature of Parent or of Person in Parental Relation

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Date

Relationship to student: ☐ Mother ☐ Father ☐ Other: \_\_\_\_\_

## OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:

## NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

ORAL INTERVIEW NECESSARY: ☐ No ☐ Yes

\*\*DATE OF INDIVIDUAL  
INTERVIEW:

MO. DAY YR.

OUTCOME OF  
INDIVIDUAL  
INTERVIEW:

☐ ADMINISTER NYSITELL  
☐ ENGLISH PROFICIENT  
☐ REFER TO LANGUAGE PROFICIENCY TEAM

## NAME/POSITION OF QUALIFIED PERSONNEL ADMINISTERING NYSITELL

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

DATE OF NYSITELL  
ADMINISTRATION:

MO. DAY YR.

PROFICIENCY LEVEL  
ACHIEVED ON  
NYSITELL:

☐ ENTERING ☐ EMERGING ☐ TRANSITIONING ☐ EXPANDING ☐ COMMANDING

FOR STUDENTS WITH DISABILITIES, LIST ACCOMMODATIONS, IF ANY, ADMINISTERED IN ACCORDANCE WITH IEP PURSUANT TO CSE RECOMMENDATION:



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Student: \_\_\_\_\_  
Last Name First Name Middle

☐ Male ☐ Female ☐ Non-Binary Birthdate \_\_\_\_\_

Student resides with: ☐ Mother ☐ Father ☐ Step Mother ☐ Step Father ☐ Foster Parent  
☐ Group Home Contact ☐ Legal Guardian ☐ Other - If other, please specify: \_\_\_\_\_

## PRIMARY - Parent /Legal Guardian #1:

☐ Male ☐ Female ☐ Non-Binary ☐ Not Specified -- ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐ Dr.

Relationship to Student: ☐ Mother ☐ Father ☐ Step Mother ☐ Step Father ☐ Foster Parent  
☐ Group Home Contact ☐ Legal Guardian ☐ Other \_\_\_\_\_

Physical Address: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (if different from physical address) \_\_\_\_\_

Telephone Numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ (Work Phone Number) \_\_\_\_\_

## Parent/Legal Guardian #2:

☐ Male ☐ Female ☐ Non-Binary ☐ Not Specified -- ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐ Dr.

Relationship to Student: ☐ Mother ☐ Father ☐ Step Mother ☐ Step Father ☐ Foster Parent  
☐ Group Home Contact ☐ Legal Guardian ☐ Other \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different from Physical Address): \_\_\_\_\_

Telephone Numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ (Work Phone Number) \_\_\_\_\_

Child’s sisters, brothers, and other persons living in the home:

<u>Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Grade</u>

**INSTANT CONNECT** (Electronic Phone Messaging): The Byron-Bergen Central School District uses an electronic phone messaging system to contact families by phone of school closings, emergency notifications and event reminders. In the spaces below, please provide the phone number(s) you would like to receive calls at.

1.

(Name)

(Phone Number)

2.

(Name)

(Phone Number)

3.

(Name)

(Phone Number)

**EMERGENCY CONTACT INFORMATION:**  
*In the event of an emergency and the parent or guardian cannot be reached, I authorize the transport of my child to the nearest Emergency First Aid Station by ambulance, if necessary. I realize that the school district cannot assume responsibility for the payment of medical fees or expenses incurred. I authorize the School Nurse to obtain immunization, physical examination, injury, and/or illness information from my child's Physician.*

Signature of Parent/Guardian

Date

If necessary, I authorize the school to call:

Family Physician

Address

Phone #

Preferred Hospital

Hospital Name

Address

Phone #

Family Dentist

Name

Address

Phone #



**If my child has to be taken home because of minor illness and the parent or guardian cannot be reached, please contact:**

Emergency name contact phone number(s)

1.	_____		
	<i>Name</i>	<i>Relationship to Student</i>	<i>Phone Number</i>
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary	<input type="checkbox"/> Not Specified	
2.	_____		
	<i>Name</i>	<i>Relationship to Student</i>	<i>Phone Number</i>
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary	<input type="checkbox"/> Not Specified	
3.	_____		
	<i>Name</i>	<i>Relationship to Student</i>	<i>Phone Number</i>
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary	<input type="checkbox"/> Not Specified	
4.	_____		
	<i>Name</i>	<i>Relationship to Student</i>	<i>Phone Number</i>
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary	<input type="checkbox"/> Not Specified	

**Media Release**

Periodically district staff writes feature articles or news stories on the students, staff, or programs within our district. It is not unusual for photographs and/or video clips of our students to accompany these articles and may be included in print newsletters, eNewsletters, website features, or social media.

For your child's safety, minors' full names do not accompany photographs on the website or social media. Exceptions include announcing the valedictorian/salutatorian and are not posted without specific parent/guardian permission.

I give permission for my child, \_\_\_\_\_, to be interviewed, photographed, and/or videotaped by faculty, staff, or outside news media representatives for press or media purposes as indicated above.

\_\_\_\_\_  
**Parent/Guardian (Print Name)**

\_\_\_\_\_  
**Parent/Guardian (Signature)**

- **If opting out please fill out a Media DO NOT Release form, available in District Office**

**I attest that the information completed by me on this form is current, true, and accurate.**

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

## CUSTODY DISCLOSURE FORM

The Registration Office is responsible for registration, **not** determining which parent or guardian may check a child in/out of school, etc. If custodial or guardianship issues exist when you register your child in the Byron-Bergen Central School District, it is your responsibility to provide custodial documentation to the Registration Office and a copy will be forwarded to your child's school principal.

**Please inform your child's school of changes in custodial arrangements**

### Information of Rights of Parent from the Family Education rights and Privacy Act (FERPA)

An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation or custody that **specifically revokes these rights**. (Authority: 20 U.S.C. 1232g)

Please check the current custody/guardianship arrangement:

- ☐ Parents/Guardians are together residing at the same residence
- ☐ Single parent (father and mother **ARE** listed on the birth certificate)
- ☐ Single parent (i.e. father **IS NOT** listed on the birth certificate)
- ☐ Parents/Guardians divorced/separated – Joint Custody
- ☐ Parents/Guardians divorced/separated – Sole Custody
- ☐ Parents have never been married and no legal custody papers
- ☐ Custody/Guardianship is transferred by courts
- ☐ Restricted pickup (**legal documentation must be provided**)
- ☐ Student is emancipated – (**legal documentation must be provided**)

Please check all that apply:

- ☐ I have disclosed my current custody/guardianship arrangement
- ☐ I have attached a copy of those pages of the legal current court documents that describe custody arrangements
- ☐ No legal documents that describe custody arrangements exist
- ☐ I understand that it is my responsibility to update my child's school of changes in custody

---

Students Legal Name (Please Print)

Last

First

Middle

---

Parent/Guardian Signature

Date

# PRESCHOOL REFERRAL FORM

Childs Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parents/Guardians Name(s): \_\_\_\_\_

\_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (*if different from physical address*): \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Submitted by:** \_\_\_\_\_