McGraw Elementary School Grades PK-5 Susan Prince, Principal Phone: (607) 836-3650

> 10 West Academy St. McGraw, NY 13101 Or Fax to: (607) 836-3609



McGraw High School Grades 6-12 Mark Dimorier, Principal Phone: (607) 836-3601

SCHOOL DISTRICT

RECORDS REQUEST FORM

Date:	Name, Address, and phone number	of School Transferring from:
	75	
1977, it is no longer necessary to obtain	written consent to release records better al institution and officials of other schollent's record without a written consent	et (Buckley Amendment) dated June 17, ween schools. It states that school officials, ools in school systems in which the student for such release. However, we do strive to
As a parent/guardian of the child(ren) na McGraw School District as indicated.	amed below, I hereby consent that all j	pertinent records be forwarded to the
Name of Parent/Guardian (pleas	se print)	
Signature of Parent/Guardian_		
The following student(s) has/have regist Name	Grade	Date of Birth
		//
3		
➤ Please send any and all academic an	nd health records, including immunizate McGraw Jr./Sr. High School 10 West Academy St. McGraw, NY 13101 Email to: tpierson@mcgrawschools.com Fax to: (607) 836-3635	ion and physical, and birth certificate to:
Please indicate if an IEP or 504 Plan has include grades at time of transfer and me	s been developed. <u>If this student is tra</u> ost recent report card.	nsferring during the school year, please also
 Please send all Committee on Special McGraw Central School District ATTN: Director of Special Edu 		ords to:

We appreciate your assistance and thank you in advance for your expedience in forwarding these records.

Google Suite for Education

The McGraw Central School District offers an online service for its students called Google Suite, or GSuite. GSuite is an internet based group of tools similar to Microsoft Office which will allow students to create and store documents, access information, study, and collaborate with students and teachers through the internet. Students can access GSuite while at school, students can also access the online service outside of school from anyplace that they have access to the internet.

Google provides GSuite free to educational institutions such as McGraw CSD, and the online service is used by thousands of K-12 schools and major universities throughout the nation. The GSuite information faq/homepage can be found at; https://support.google.com/a/answer/139019?hl=en

GSuite is a secure website that offers dozens of security features specifically designed to keep students' data safe, secure, and private. In particular, GSuite for Education is governed by a detailed Privacy Policy which ensures that Google will not share or otherwise use personal information that is placed into the system. Additionally, Google guarantees that it is in compliance with all applicable U.S. privacy laws. GSuite also maintains a large security team which constantly monitors the network to make sure that students' and teachers' data remains protected and private. For more information about GSuite Privacy Policy and security features, please access;

https://edu.google.com/training-support/privacy-security/?modal active=none

The following services are available to each student and hosted by Google as part of McGraw Central School Districts use of GSuite for Education:

- Gmail
- Calendar students can access an individual calendar in order to organize schedules, daily activities, and assignments.
- Contacts students can maintain an address book containing classmate and teacher contact information.
- Docs students have access to a word processing, spreadsheet, drawing, and presentation program which is very similar to Microsoft Office.

 Google Classroom- Interactive, collaborative classroom experience for teachers and students.

Using GSuite tools and services, students collaboratively create, edit and share files and websites for school related projects with other students and teachers. These services are entirely online and are available 24 hours a day, 7 days a week from any Internet-connected computer or mobile device. Examples of student use include online showcasing of class projects, building an electronic portfolio of school learning experiences, and working in small groups online, both during and outside of normal school hours, on presentations to share with others.

McGraw Central School District's use of GSuite is solely for educational purposes. For that reason, by default, advertising is turned off when students access GSuite for Education. Please see Appendix for GSuite student permission form. Certain educational laws apply to the use of technology in the McGraw Central School District, including the following:

- Children's Online Privacy Protection Act (COPPA): COPPA is a federal law that applies to commercial companies and website operators and limits their ability to collect personal information from children under the age of 13. COPPA also applies to school districts that use third-party website operators to offer online services to students. COPPA requires school districts to obtain parental permission if personal information is collected from students under the age of 13 by any third-party website operator, such as Google. For more information, please access; https://www.consumer.ftc.gov/blog/2019/04/coppa-few-tips-keep-your-child-safe-online
- Family Educational Rights and Privacy Act (FERPA): FERPA is a federal law that protects the privacy of student education records. Generally under FERPA, school districts must obtain parental or student consent prior to disclosure of student records. However, schools may disclose directory information without prior consent, except that parents may request the school not disclose this information. In McGraw Central School District, parents will be provided the opportunity annually to opt out of disclosing their student's directory information on this McGraw Central School District permission form. For more information; http://www.ed.gov/policv/gen(guid/fpco/ferpa

McGraw Central School District



2023-2024 Student Internet User Form

Please read these documents carefully before signing.

All McGraw Central School District Internet users are required to sign an Internet User Form and to abide by the terms and conditions of Policy #7315: Student Acceptable Use Policy. The Board of Education does not authorize any use of the Internet that is not conducted strictly in compliance with these policies. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.

The District may not always be able to limit access to services through its Internet connection to just those locations authorized for the purpose of instruction, study and research. By participating in the use of the Internet, users may gain access to information and communications that they may find inappropriate, offensive or controversial. All users assume this risk by agreeing to participate in the use of the Internet. The District will do its best to supervise and monitor Internet usage; however all users are expected to be responsible and comply with the McGraw Central School District's *Policy #7315*: Student Acceptable Use Policy.

Users who disregard the District's Policy #7315: Student Acceptable Use Policy may have their user privileges suspended or revoked. Users granted accesses to the Internet through the McGraw Central School District assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy.

McGraw Central School District is offering an online	service called GSuite for Education, see attached information.
Directions: Please complete the information below	w.
Student Name:	Grade:
Acceptable Use Policy and the GSuite for Education discussed it with the child. The student and the resources including Internet access is for education	the McGraw Central School District's <i>Policy</i> #7315: Student on Information. The parent/guardian has also read this policy and parent/guardian understand that the use of District computer onal purposes only. I hereby request that I be granted or denied retify that the information contained on this form is correct.
Yes, Grant Internet Access	Do Not Grant Internet Access
Yes, Grant GSuite Access	Do Not Grant GSuite Access
Student's Signature:	Date:
Parent/Guardian Signature:	Date:

MCGRAW SCHOOL DISTRICT

ENROLLMENT FORM

Student Name	Date of	Birth	□Male □ Female
Home Phone Number		Grade	
Mailing Address			
Street Address (if different than above))		
Is this child enrolled as a result of Foste	er Care Placement?	NoYes, Count	y of
HOUSEHOLD INFORMATION:			
Student resides with?Mother		_	
Is there legal custody documentation the	ne school should be a	aware of? □No □Yes	(provide copy)
Parent/Guardian #1		_Relationship to child_	
Employer	Occupati	on	X
Work Phone Number	Work Hours	Cell Phone Number*	
*☐ Check if you don't want emergency info	ermation/events from th	he school sent to you via	text message
E-mail Address*			
$^*\Box$ Check if you <u>don't</u> want events from the	school sent to you via	e-mail	
Parent/Guardian #2		•	
Employer			
Work Phone Number	_Work Hours	Cell Phone Number*	
*□ Check if you <u>don't</u> want emergency info	rmation/events from th	e school sent to you via t	text message
E-mail Address*			
*☐ Check if you don't want events from the	school sent to you via	e-mail	
Brothers Birthdate		Sistans	Birthdate
<u>Brothers</u> <u>Birthdate</u>		<u>Sisters</u>	birthdate
Parent/Guardian NOT LIVING IN THE HO			
Should correspondence from school be	•		
Name		Home Phone Number	
Mailing			
Address			
Employer	Occupat	ion	
Work Phone Number	Cell Phor	ne Number	
E-mail Address	school sent via e-mail		

Does your child have a Se	ction 504 Plan? ☐ Yes ☐N	
Does your child have an II	EP (Individualized Educatio	n Program)? □Yes □No
Please check any service	s your child is currently rec	eiving:
☐ Remedial Math	☐ Remedial Reading	☐ AIS (Academic Intervention Service)
□ Counseling	☐ Resource Room	☐ Occupational Therapy (OT)
☐ Speech	□Physical Therapy (PT)	□Special Education Class
□ Other		
Optional: Ethnicity:	☐ Hispanic ☐ Not Hispa	nic
Race: □Wh	nite □Black or African A	American □Multi-Racial
□ Ar	nerican Indian/Alaskan Nat	ive □ Asian
□ Na	ative Hawaiian/Other Pacifi	: Islander
⇒ <u>Proof of Age</u> for studen	its, most commonly a birth	certificate, is required for entrance to school.
		District is required within 3 days of student
		provide 2 proofs of residence (Lease or deed,
landlord's statement, hor	neowner's or renter's insur	ance policy, bank statement, utility bill, driver's
license, selective service	card, voter registration or	recently mailed envelope showing current street
address.**		
Date Pare	nt/Guardian Signature	Parent/Guardian #2 Signature
(Your signature indicates	that the information on this	s form is true and that your consent has been
given for the various item	s contained on this form. F	ailure to provide accurate information may result
in delays or denial of enro	ollment or later revocation	of enrollment.)
**A more complete list of	documents the District will	consider as well as procedures and instructions
for enrollment is posted of	on the District's website and	d is also available from the Elementary or High
School Offices in printed	form.	

It is the responsibility of the parent/guardian to keep the information on this form up to date by notifying the school, in writing, of any changes.

Medical Information Needed for School Registration

Emergency Contacts for your child:

	Name	Relationship	Phone #	
1				
2		Sec.		
3				
	Proof of	age appropriate vaccinati	ons from your child's docto	or.
phy		-date physical from your or 365 days from the date	child's doctor. (Your child's received.)	5

These items are <u>mandated</u> by New York State and are <u>required</u> for school entrance. Any questions or concerns please contact the school. Thank you McGraw Central School Staff.

High School Main Office- 607-836-3601

High School Health Office- 607-836-3606 Fax #: 607-836-3635

Elementary School Health Office- 607-836-3652

Elementary School Main Office- 836-8610 Fax #: 607-836-3609

Person(s) to Contact in Case of an Emergency:

If my child needs to be sent home from school and I am not there or able to be reached, the school may contact one of the people whose names have been provided below who are authorized to pick up my child:

Name	Relationship	Phone #
1		
2		
3		

In the event of a medical emergency, if none of the above named can be reached, the personal/school physician will be contacted. If necessary, the student will be taken to the nearest emergency first aid station by ambulance.

If any of the above information changes, it is the responsibility of the parent/guardian to notify the school.



HEALTH RECORD – Please Print

Name	Grade	□Male	□Female			
Physician	Physician's	Physician's Phone				
Health History (Please add age						
Chicken Pox	Diabetes					
Measles						
Mumps	Heart Disease_					
Pneumonia	Asthma					
Rheumatic Fever	Allergies					
Scarlet Fever	Ear Conditions					
Serious Injury	Hearing Problem	ns				
Operations	Vision Problem	s				
List any Medical Conditions (t	ype, treatment, and doctor) and any m	nedication (type, re	eason):			
later than 30 days following sto health appraisal by the school p ⇒Immunizations: Please subn	bmit a copy of child's latest Health Apadent's entrance to school. If not recephysician. nit a copy of child's immunization receptation and the copy of child's immunization receptation for the copy of child's entrance to the copy of child's latest Health Apadent's entrance to school. If not receptation is a copy of child's latest Health Apadent's entrance to school. If not receptation is a copy of child's immunization receptation is a copy of child's immunization receptation.	ord signed by you	will be scheduled for a			
All students in New York State	e are required to be properly immunize	ed against the follo	owing:			

All students in New York State are required to be properly immunized against the following:

Polio

•Diphtheria/Tetanus/Pertussin

- Diphtheria/Tetanus/Pertussin
- Measles/Mumps/Rubella
- •Varicella (or MD documentation)
- •Pneumococcal disease (PCV)

- Polio
- Haemophilus influenza type b (Hib)
- •Hepatitis B

If your child is lacking adequate shots, please call the County Health Department/Clinic at 753-5203 or speak with your health provider to schedule an appointment. The American Academy of Pediatrics recommendations exceeds the New York Guidelines for Public Education, and you are highly encouraged to follow the AAP's guidelines. You may check with your doctor, or the school nurse for this information.

Person(s) to Contact in Case of Emergency:

If my child needs to be sent home from school and I am not there or able to be reached, the school may contact one of the people whose names have been provided below who are authorized to pick up my child.

home, cell, or work.) Name	Relationship	Daytime Phone #
()		
will be contacted. If necessary,	the student will be taken to the neares	be reached, the personal/school physician temergency first aid station by ambulance.
will be contacted. If necessary,	the student will be taken to the neares	t emergency first aid station by ambulance. parent/guardian to notify the Health Office.
will be contacted. If necessary, If any of the above information Parents/ guardians are also advis insurance carrier, if any, shall provided the statement of	the student will be taken to the neares changes, it is the responsibility of the sed that in the event of injury, the pare rovide primary insurance coverage wi	t emergency first aid station by ambulance.
will be contacted. If necessary, If any of the above information of th	changes, it is the responsibility of the sed that in the event of injury, the pare rovide primary insurance coverage will coverage.	t emergency first aid station by ambulance. parent/guardian to notify the Health Office. ent/guardian's personal accident/health



The University of the State of New York • The State Education Department • Office of Bilingual Education Albany, New York 12234

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 English. Your assistance in answering these questions is greatly appreciated. Thank You

TO BE COMPLETE	D BY SCHOOL	PERSONNEL
DISTRICT Please	e print or type clearly	1
SCHOOL		GRADE
STUDENT NAME		
DATE OF BIRTH		
Month:	Day:	Year:
STUDENT IDENTIFICATION NUM	MBER	
COUNTRY OF BIRTH / ANCESTR	Y	
NUMBER OF YEARS ENROLLED I	IN SCHOOL OUTS	IDE THE U.S.
NAME/POSITION OF SCHOOL PI	ERSONNEL COMI	PLETING THIS SECTION
DETERMINATION:	□ Possi	ble LEP
	⊔ Engl	ish Proficient

(**✓** boxes that apply)

1.	What language(s) is spoken in the student's home or residence?	□ English	□ Other	specify
2.	What language(s) are spoken most of the time to the student, in the home or residence?	□ English	□ Other	
3.	What language(s) does the student understand?	□ English	□ Other	
4.	What language(s) does the student speak?	□ English		specify
5.	What language(s) does the student read?	□ English	□ Otherspecify	
6.	What language(s) does the student write?	□ English	Otherspecify	Does Not Write

Un deveten de E	Very well	Only a little □	Not at all □	
Understands E Speaks Englis		-		
Reads English				
Writes English				

Month:

Day:

Year:

7. In your opinion, how well does the student understand, speak, read and write English?

INSTRUCTIONS FOR COMPLETING THE HOUSING QUESTIONNAIRE

Purpose of the Housing Questionnaire

All Local Education Agencies (LEAs) are required to identify students experiencing homelessness. LEAs include school districts, charter schools and BOCES. Additionally, all LEAs that receive Title I funds must ask enrolling students about their housing status. The New York State Education Department (NYSED) encourages all LEAs regardless of whether they receive Title I funds to do the same. To collect this information, LEAs may:

- 1. Use the Housing Questionnaire attached here,
- 2. Update/modify the Model Enrollment Form Housing Questionnaire to address the needs of the LEA, or
- 3. Incorporate the housing status question from the Model Enrollment Form Residency Questionnaire into the LEA's Enrollment Form or other documents already used by the LEA during the enrollment process.

If an LEA elects the third option and incorporates the housing status question into the LEA's Enrollment Form, the LEA should take steps to ensure that a student's housing status does not become a part of the student's permanent record, because of the sensitive nature of this information. Please see the section titled "Confidentiality" (below) for information about how and when housing information may be shared within the LEA.

Who should fill out the Housing Questionnaire?

A Housing Questionnaire should be filled out for all students enrolling in school and for all students who have a change of address in grades preschool-12. "Preschool" includes any LEA administered or funded preschool program, such as a pre-k or Head Start program administered by an LEA. The Housing Questionnaire should be completed by the student's parent, person in parental relation, or in the case of an unaccompanied youth, by the student directly.

Confidentiality

Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student's educational needs are met. To this end, LEAs may share a student's Housing Questionnaire with LEA personnel such as:

- 1. the LEA liaison,
- 2. the registrar,
- 3. the student's teachers, and/or guidance counselor, and
- 4. the LEA staff member responsible for reporting data to SED

However, this information should only be shared with the above staff members to the extent that it will enable them to better meet the educational needs of the student in question and to fulfill reporting requirements mandated by SED.

Other than the above uses, housing information **should be kept confidential** and **should not be shared** with other LEA/school personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs are also encouraged to seek out ways of preventing Housing Questionnaires and housing information from becoming a part of a student's permanent record.

Discussing the Housing Questionnaire with Students and Families

In reviewing the Housing Questionnaire with parents, persons in parental relation, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

- 1. The right to stay in the same school the student had been attending before losing his/her housing or the last school attended (both known as the school of origin),
- 2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally for enrollment,
- 3. Transportation services if the student continues to attend the school of origin,

- 4. Categorical eligibility for Title I services if offered in the LEA,
- 5. Categorical eligibility for free meals if offered in the LEA, and
- 6. Access to services provided with McKinney-Vento funds if available in the LEA.

The LEA should also ensure that the parent, person in parental relation, unaccompanied youth is aware that the student's housing status will kept confidential and will only be shared with those LEA staff who are responsible for providing services to the student and those responsible for keeping track of how many students are identified as living in temporary housing in the LEA.

LEAs are advised to explain to parents that if a parent claims that her/her child is living in temporary housing, and the LEA wishes to conduct an investigation to verify this information, the LEA may conduct a home visit. However LEAs cannot contact a landlord or building superintendent to verify a student's housing status without prior parental consent. Contacting a landlord or building superintendent without the parent's express prior written permission is a violation of FERPA, a federal law.

If the Parent, Person in Parental Relation, or Unaccompanied Youth Declines to Fill Out the Housing Questionnaire If the parent, person in parental relation, or unaccompanied youth declines to complete the Housing Questionnaire, the LEA should note on the form that the parent, person in parental relation, or unaccompanied youth declined to provide the information requested.

Completing the Form

If a parent, person in parental relation, or unaccompanied youth enrolling in school indicates that a student is living in one of the five temporary housing arrangements, the school may not require proof to verify where the student is living before enrolling the student. The five temporary housing arrangements are listed below:

- 1. In a shelter,
- 2. With another family or other person (sometimes referred to as "doubled-up"),
- 3. In a hotel/motel,
- 4. In a car, park, bus, train, or campsite, or
- 5. Other temporary living situation.

After the student is enrolled and attending classes, the school or LEA is permitted to verify the student's housing arrangements. However, the student must first be enrolled in school. Again, LEAs cannot not contact a landlord or building superintendent to verify a student's housing status. (See above for more information.)

Definitions of Temporary Housing Arrangements

"With another family or other person" (also referred to as "doubled-up")"

LEAs should be aware that students who are sharing the housing of others are eligible for services under the McKinney-Vento Act and State law, if sharing housing is due to loss of housing, economic hardship, or a similar reason.

"Other temporary living situation"

In addition to the four examples of temporary housing, students who lack a "fixed, adequate, <u>and</u> regular" nighttime residence are also covered as homeless under the McKinney-Vento Act and State law. This <u>may</u> include unaccompanied youth who have fled their homes or were forced to leave their homes and who do not otherwise meet the definition of "doubled-up."

"In permanent housing"

Permanent housing means that the student's living arrangements are "fixed, regular, and adequate."

Next Steps for LEAs with Students Living in Temporary Housing Arrangements

If the parent, person in parental relation, or unaccompanied youth indicates that a student is living in temporary housing, the LEA must complete a Designation Form. If the LEA believes additional information is needed before reaching a final decision on the student's eligibility under McKinney-Vento, enrollment should not be delayed and a Designation Form should still be filled out. For more information about determining eligibility see the National Center on Homeless Education's Determining Eligibility Brief, available at: http://nche.ed.gov/downloads/briefs/det_elig.pdf.

If a student who is identified as homeless was last permanently housed in a different school district, the district of attendance/local district will be eligible for tuition reimbursement from SED for the cost of educating the student. School districts should complete a STAC-202 form if eligible for tuition reimbursement. For more information about STAC-202 forms contact the STAC Office at 518-474-7116 or NYS-TEACHS at 800-388-2014.

HOUSING QUESTIONNAIRE

Name of	LEA: M	IcGraw Central	School Distric	<u>et</u>			
Name of	School: <u>M</u>	IcGraw School	District				
Name of	Student:	Last		First		Middle	_
Gender:	Male Female	Date of Birth:	Month Day	/ Year	Grade: (preschool-12)	ID#:(optional)	-
Address:					Phone:		 -
entitled proof of un W	There is the In a shelte With anoth (sometime In a hotel/ In a car, pa Other tem	student current in student current in student current in the family or other family or other family or other family or other motel ark, bus, train, o	n school even , immunizatio Act may also atly living? (P mer person bec "doubled-up" or campsite	tif they don record to be entitled lease check	on't have the documents, or birth certificated to free transported box.) The second box of the second	the McKinney-Ventonents normally neededee. Students who are pation and other services result of economic har	d, such a protected ces.
		Guardian, or anied homeless yo	outh)		e of Parent, Guardian, for unaccompanied ho		70

CUESTIONARIO DE VIVIENDA

Nombre del D	istrito Esc	colar:						
Nombre de la	Escuela:							
Nombre del Estudiante:		Apellido	Primer	Nombre		Segundo Nombre		
Género: □	Hombre Mujer	Fecha de Nacimie	ento:	// /_	Año	Grado:(jardin de infantes	ID#: s – 12)	(opcióna
Dirección:						Teléfono:		
hijo/hija seg inmediata o residencia, estudiantes y otros serv	gún el Act en la escu documen elegibles vicios que	permitirá al distrito de de McKinney-Vento. nela, aun si ellos no tid ntos escolares, docume según el Acto de McKin ofrece el distrito escola	Los estud enen los de entos de in nney-Vento ar.	iantes elegocumento imunizaci o tienen ac	gibles ti s neces ión, o p demás d	enen derecho a arios tales con partida de nac erecho al trans	la inscrij no: pruel imiento.	pción ba de Los
¿Dond	de está el	estudiante viviendo act	tualmente?	(Por favo	or marqı	ue <u>una</u> caja.)		
<u></u> 	En un refugio Con otra familia o otra persona debido a la pérdida del hogar o a dificultades económicas En un hotel/motel En un carro, parque, autobús, tren, o camping Otra vivienda temporal (Por favor describa):							
	En un ho	gar permanente						
Nombre de Padre, Guardián, o Estudiante (para jóvenes sin acompañamiento)				Firma de Padre, Guardián, o Estudiante (para jóvenes sin acompañamiento)				
Fecha								