Nat. Q. Henderson Enrollment Packet

PLEASE READ BEFORE YOU START

This packet consist of Registration Enrollment Information for Nat. Q. Henderson Registration Department.

Supporting Documentation
Supporting documentation and copies that you must bring with you when you register your child are the following:

1. Proof of Residence
   - Types of Proof of Residence ACCEPTED:
     - Gas, Light, Water Bill
     - Must be from the past 30 days to present date counting from the day you are registering your child.
   - Lease/Mortgage Agreement
     - Must have the parent’s name on the lease as tenants and be active for the 2017-2018

2. Parent Identification with Photo
   - Types of Parent Identification ACCEPTED:
     - Driver’s License, Passport, State ID, or Military ID

3. Report Card

4. Shot Records
   - Must be up to date.

5. Birth Certificate
   - Must have original and copy present.

6. Social Security Card
   - ONLY IF THIS IS THE FIRST TIME YOUR CHILD ATTENDS AN HISD SCHOOL.

IMPORTANT NOTE:
The ENROLLMENT PROCESS can ONLY be completed if ALL documentation is in compliance and valid.

QUESTIONS? CONTACT Nat. Q. Henderson Registrar L. McAdams at 713-671-4195
Houston Independent School District

Enrollment Information
2017 - 2018

Homeroom Teacher:

<table>
<thead>
<tr>
<th>Has student ever attended an HISD School?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last School/Daycare Attended</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HISD Student ID</th>
<th>Date of Enrollment</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender Male</td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Student Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Generation (Jr., III, etc.)</th>
<th>Student SS# / State Alt. #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Birthplace: City, State, Country</th>
<th>Year Started School in US</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Lives with</td>
<td>Mother</td>
</tr>
<tr>
<td>Other</td>
<td>Both Parents</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Student Ethnicity (Select One)</th>
<th>Hispanic/Latino</th>
<th>Not Hispanic/Latino</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Select all that apply</th>
<th>American Indian or Alaska Native</th>
<th>Asian</th>
<th>Black or African American</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Race</td>
<td>Native Hawaiian/Other Pacific Islander</td>
<td>White</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Address</th>
<th>Street Number</th>
<th>Street Name</th>
<th>Apartment</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Cell Phone</th>
<th>Student e-mail Address</th>
</tr>
</thead>
</table>

Texas Education Code §25.002(f) requires the school district to record the name, address, and birth date of the person enrolling a child.

<table>
<thead>
<tr>
<th>Contact #1 Name (Last, First)</th>
<th>Relationship</th>
<th>Street Number</th>
<th>Street Name</th>
<th>Apartment</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>Occupation</td>
<td>Home Phone</td>
<td>Work Phone</td>
<td>Cell Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred Language</td>
<td>English</td>
<td>Spanish</td>
<td>Vietnamese</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translator Needed?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>e-mail Address</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact #2 Name (Last, First)</th>
<th>Relationship</th>
<th>Street Number</th>
<th>Street Name</th>
<th>Apartment</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>Occupation</td>
<td>Home Phone</td>
<td>Work Phone</td>
<td>Cell Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred Language</td>
<td>English</td>
<td>Spanish</td>
<td>Vietnamese</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translator Needed?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e-mail Address</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact #3 Name (Last, First)</th>
<th>Relationship</th>
<th>Street Number</th>
<th>Street Name</th>
<th>Apartment</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>Occupation</td>
<td>Home Phone</td>
<td>Work Phone</td>
<td>Cell Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>English</td>
<td>Spanish</td>
<td>Vietnamese</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translator Needed?</td>
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<td>e-mail Address</td>
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</tr>
</tbody>
</table>

What type of medical insurance do you carry for this child?

| CHIP | Medicaid | HCHD | Private Insurance | None |

List the names of all brothers and sisters under 18 years of age. (If additional room is needed, write on reverse side.)

<table>
<thead>
<tr>
<th>Last, First, and Middle Names</th>
<th>Gender</th>
<th>Birthdate</th>
<th>Grade</th>
<th>Address of This Child</th>
</tr>
</thead>
</table>

Signature below certifies that all the information above is true and accurate.

Enrollment of the child under false documents subjects the person to liability for tuition or costs under Texas Education Code §25.001(h).

Signature of Contact/Legal Guardian | TX Driver's License Number | Date of Birth (Contact/Legal Guardian) |

Signature of Contact 2/Legal Guardian | TX Driver's License Number | Date of Birth (Contact 2/Legal Guardian) |

Total Monthly Family Income: Total Number In Household:
Authorization For Students Pick-Up Form
Student Name:

Please List the names of parents, guardians, relatives, Etc. with your permission to pick up your child either during school hours, after school, or from any after school program. Your child will be released only to those listed below or on the emergency card.

If someone else other than those listed below or on the emergency card is to pick up your child you must send a fax or a written note to the office in the Morning BEFORE 9:00 AM.

**No Telephone Requests will be accepted in this case.**

Custodial Parents/Guardians: ________________
Phone: ________________

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relationship to Scholar</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Please Check on the following:

- My Child will be a car rider always
- My child will walk always w/ ________________
- My child will ride a Daycare bus always
- My Child will attend the BOYS & GIRLS CLUB

It is our policy to request photo identification for anyone unfamiliar to us. Please inform the person on your pick-up list that if they do not have proper identification, we cannot release your child to them.

Grade Level_______
HR Teacher_______
Has your child ever attended an HISD school?  
If yes, where? ____________________________  Yes | No

Is your child fluent in another language other than English?  
If yes, which language? ____________________________

Has your child ever received Bilingual or ESL services?  
If yes, where? ____________________________

Does your child receive Special Education* services?  
If yes, please select which service:  
○ Resource  ○ Speech  ○ Other (Please specify below)

Date of Promotional ARD (most recent) ________  
**Please provide a copy of all documentation**

Has your child received Section 504* services in the past?  
If yes, where? ____________________________ School  
**Please provide a copy of all documentation**

Has your child been identified as Gifted and Talented*?  
If yes, where? ____________________________ School  
**Please provide a copy of all documentation**

Has your child ever been retained?  
If yes, which grade? ________

Did your child attend Summer School * for the 2015-2016 School Year?  
**Please provide a copy of all documentation**

Is there any medical concerns we should know of? If yes, explain ____________________________

Parent Signature: ____________________________ Date: ______________
MILITARY CONNECTED FAMILIES SURVEY

All information MUST be completed by parent, school personnel or community liaison.

School __________________________ Date __________________________

Student Name __________________________ HISD ID# __________________________

Dear Parent or Guardian,

The State of Texas requires schools to collect data relating to the enrollment of military-connected students. This collection is done to allow educational institutions the ability to monitor critical elements of education success for children who are dependents of military personnel, and show the state’s commitment to military personnel and their children.

For students in grades Kindergarten through 12:

1. The student is a dependent of an active duty member of the United States Army, Navy, Air Force, Marine Corps, or Coast Guard
   
   □ Yes □ No

2. The student is a dependent of a member of the Texas National Guard (Army, Air Guard, or State Guard)

   □ Yes □ No

3. The student is a dependent of a member of a reserve force in the United States military (Army, Navy, Air Force, Marine Corps, or Coast Guard)

   □ Yes □ No

For pre-kindergarten students only:

4. The student is a dependent of an active duty uniformed member of the Army, Navy, Air Force, Marine Corps, or Coast Guard, or activated/mobilized uniformed member of the Texas National Guard (Army, Air Guard, or State Guard) who was injured or killed while serving on active duty.

   □ Yes □ No
2017-2018 STUDENT ASSISTANCE QUESTIONNAIRE (SAQ)
All information MUST be completed by parent, school personnel or community liaison.

School __________________________ Date ______________________

Student Name __________________________ Date of Birth __________ HISD ID __________

Current Address __________________________ Grade __________ Male □ Female □

Lives with: □ Both Parents, □ Mother, □ Father, □ Legal Guardian, □ Caretaker/Relative without legal guardianship, □ Other __________

Is the student currently in the conservatorship of the Department of Family & Protective Services (Foster Care)? □ Yes □ No

If Yes – name of DFPS Case Manager: __________________________ Contact information: __________________________

Was the student previously in the conservatorship of the Department of Family & Protective Services (Foster Care)? □ Yes □ No

Please complete the Current Housing Situation AND Background Situation sections below to determine McKinney-Vento eligibility:

Part A: CURRENT HOUSING SITUATION – Check the student’s current housing situation

I CURRENTLY LIVE:

□ In my own home or apartment, In Section 8 housing, HUD Subsidized Housing or In military housing with parent(s), legal guardian(s), or caregiver(s) (if you checked this box, check one or both of the boxes below, if applicable.

□ My home has no electricity □ My home has no running water

OR I CURRENTLY LIVE IN A TRANSITIONAL HOUSING SITUATION:

□ Living in a shelter □ Living in a motel or hotel

□ Living with more than one family in a house or apartment (Doubled-up) due to economic hardship

Unsheltered

□ Moving from place to place □ Living in a structure not usually used for housing □ Living in a car, park, campsite, camper, or outside

UNACCOMPANIED YOUTH - □ Yes □ No (An unaccompanied youth is a student who is not in the physical custody of a parent or legal guardian. This would include students living with non-custodial relatives or friends without a parent or legal guardian.)

Part B: BACKGROUND SITUATION (If a Transitional Housing Situation is checked above - please Check ANY below that apply)

□ Catastrophic illness / medical expenses / disability □ Natural disaster / evacuation

□ New to Town □ Domestic Issue

□ Loss of Employment □ Migrant work in fishing or agriculture

□ Economic hardship/low earnings □ Awaiting placement in foster care / CPS custody

□ Evicted/kicked out □ Parent(s) involved in military deployment

□ House fire or other destruction □ Parent incarcerated/Recently released from incarceration

Part C: NEEDED SERVICES – based on availability (Check services needed and call 713-556-7237 to speak to an Outreach Worker)

□ Enrollment Assistance □ Transportation □ Emergency Clothing, Uniforms

□ Free Lunch/Breakfast (Child Nutrition) □ School Supplies □ Personal Hygiene Items

□ Immunizations □ Medicaid/CHIP Assistance □ Food Stamps (SNAP) Assistance

□ Temporary Assistance for Needy Families (TANF) □ Other __________

To the best of my knowledge this information is true and correct.

Name (PLEASE PRINT): __________________________ Signature: __________________________ Phone #’s __________

School Personnel: This form is intended to address the McKinney-Vento Act U.S.C. 11435. If any “Transitional Housing Situation” is checked under “Current Housing Situation” AND the family has indicated one of the “Background Situations” [1] Immediately add PEIMS Coding on the At-risk Chancery panel for At-risk reason code 12, (2) code c) of the McKinney-Vento Panels on that screen (the start date should be the date the form was completed and also add the end date, and (3) fax this form immediately to 713-556-7024. If Information is missing, please follow-up with the parent/guardian/school personnel who completed the form to make sure each section is completed, as needed.
2017-2018 FAMILY SURVEY

STUDENT NAME: | DATE OF BIRTH:  
CAMPUS NAME: | GRADE LEVEL:  

Dear Parent/Guardian:

The Houston Independent School District is assisting the state of Texas to identify students who may qualify for the Migrant Education Program to receive additional services. The information provided below will be kept confidential.

Please answer the following questions and return this form to your child’s school.

1. Have you moved within the last 3 years from one school district to another in Texas or within the United States?
   - YES ☐ (Continue to question 2)
   - NO ☐ (Stop here and return survey to your child’s school)

2. Were any of these moves made to find temporary/seasonal work in agriculture or fishing? (e.g., field work, canneries, dairy work, meat processing, etc.)
   - YES ☐ (Please check all that apply below)
   - NO ☐ (Stop here and return survey to your child’s school)

<table>
<thead>
<tr>
<th>Fruit, vegetables, sunflower, cotton, wheat, grain, farms or ranches, fields &amp; vineyards</th>
<th>Dairy farm</th>
<th>Fishery</th>
<th>Cannery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poultry farm</td>
<td>Plant nursery, orchard, tree growing or harvesting</td>
<td>Slaughterhouse</td>
<td>Other similar work, please explain:</td>
</tr>
</tbody>
</table>

If you answered “yes” to the questions above, an education representative will contact you to provide additional information. Please provide the following information:

<table>
<thead>
<tr>
<th>Parent/Guardian Name</th>
<th>Home Address</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

--- FOR SCHOOL USE ONLY---

PLEASE FAX OR MAIL THIS FORM TO THE MIGRANT EDUCATION PROGRAM.
4400 W. 18th Street, Route 1 | Houston, TX 77092 |713-556-6980 Fax

HISD Multilingual Education Department | 713-556-7288 | July 2016
2017-2018 CODE OF STUDENT CONDUCT

Students and parents are expected to become familiar with the provisions of the districtwide Code of Student Conduct and the rules and regulations adopted and implemented by individual schools. Students are also expected to abide by the policies set forth in the Code so that they can get the most out of their years in school.

You may access the entire HISD Code of Student Conduct online at www.HoustonISD.org/CodeofConduct or by requesting a copy at the front office of the school.

Changes to the Code of Student Conduct this year include the following:
• Requiring students to use and securely fasten three-point seat belts, when available, any time the bus is in motion.
• Adding smart watches to the list of electronic devices prohibited during testing, as well as to the list of communication devices, including cell phones, that fall under individual school rules pertaining to the use of electronic devices while on campus.
• Downgrading the use of profanity, vulgar language, or obscene gestures, and possession of mace or pepper spray, from a Level III to a Level II offense.
• Clarifying language surrounding the sending or forwarding of inappropriate electronic communications, including email containing offensive language, untruthful statements, junk email, chain letters, or jokes, when using HISD Information Technology resources, the HISD network, and/or personal devices/accounts. These communications are prohibited, and students are subject to disciplinary measures if the action substantially interferes with school activities or with the rights of students.
• Clarifying language regarding stealing and theft as it pertains to the use of another student’s identification or identification number to access services, such as the school lunch program.
• Moving possession of a legal knife that is determined to be possessed for use as a weapon from Level V (optional expulsion) to Level IV (required removal to a Disciplinary Alternative Education Program) consistent with changes in the Texas Education Code.
• Updating the Code of Student Conduct throughout to reflect changes in discipline policy that reduce the use of in-school or out-of-school suspensions as a disciplinary consequence.

Parent and Student Acknowledgement and Optional Request for Printed Copy of the Code of Student Conduct

_____ No, I do not want a printed copy of the HISD Code of Student Conduct, as I will access it online at www.HoustonISD.org/CodeofConduct.

_____ Yes, I do want a printed copy of the HISD Code of Student Conduct

It is important that every student understands the Code of Student Conduct and is expected by his or her parent(s) or guardian(s) to follow the rules and regulations set forth in it. By signing below, the parent and student acknowledge that they understand how to access and obtain a printed copy of the Code. These signatures also certify that both parent and student accept their responsibilities as described in the Code of Student Conduct.

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>First Name</th>
<th>Grade</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Student Signature

Date

<table>
<thead>
<tr>
<th>Parent or Guardian’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

HISD Office of Legal Services | July 2016
HOME LANGUAGE SURVEY
HOUSTON INDEPENDENT SCHOOL DISTRICT

Student Name: ________________________  School: ________________________
Student Address: ________________________  Home Phone: ________________________
Date of Birth: ________________________  Grade: ________________________  HISD ID#: ________________________  PEIMS#: ________________________
Month  Day  Year

The Texas Education Code requires schools to determine the language(s) spoken at home by each student. This information is essential in order for schools to provide meaningful instruction to all students. Please answer the following questions.

**PART A:**

| (I) Place of Birth (Country of Origin) | (I) Date of initial entry into U.S. schools | (I) Number of complete academic years in a U.S. school |
| City _______________________ Country _______________________ | Month ____  Day ____  Year ____ | |

☐ Yes, my child attended school regularly in all previous grades outside the U.S.
☐ No, my child missed significant portions of one or more school years, as specified:
  Specify grade and time period, including month and year (example: Grade 2, Jan. 2002 through May 2002). Do not include periods of absence that lasted less than one month. Do not include regularly scheduled school holidays or vacations.

---

**PART B:**

1. **What language is spoken in your home most of the time?**
   - [ ] English  
   - [ ] Other (Specify) ________________________

2. **What language does the student speak most of the time?**
   - [ ] English  
   - [ ] Other (Specify) ________________________

   | Grades PK – 8 | Grades 9 – 12 |
   | (Parent or Guardian) | (Parent or Guardian or Student) |
   | (Date) | (Date) |

**NOTE TO SCHOOL PERSONNEL:**

1. The original signed copy of the Home Language Survey (HLS) must be filed and kept in the student's permanent folder.
2. In Part A, items marked with an (I) are required for identification of immigrant students. (Refer to Bilingual/ESL Program Guidelines for Identification procedures). An immigrant student is one who was born outside of the United States or its territories and has been attending schools in the United States for less than three complete academic years.
3. In Part B, an answer of a language other than English to either question #1 or #2 identifies a student for oral language proficiency assessment (and written testing if entering Gr. 2-12).

☐ Yes, NEEDS OLPT ENTRY TESTING
   (If entering grades PK-12)

☐ Yes, NEEDS ENGLISH NRT ENTRY TESTING
   (If entering grades 2-12)

*Student must be tested, identified, and placed in an appropriate program within 4 weeks of enrollment.*

Revised August 2014
STUDENT MEDIA CONSENT AND RELEASE FORM

This release allows the Houston Independent School District (HISD) to print, photograph, and record my child for use in efforts to promote HISD’s activities and achievements. The consent includes allowing my child to be included and/or featured in materials to train teachers and/or increase public awareness of HISD schools through digital and print media including: newspaper, radio, TV, websites, blogs, and social media channels (Facebook, Twitter, YouTube, etc.), DVDs, displays, and brochures. This release includes the use of my child’s work, name, image, and/or voice.

☐ I attest that I am the parent or guardian of ____________ and I GIVE HISD and its employees and representatives permission to print, photograph, and record my child for use in electronic, digital, and printed media.

☐ I attest that I am the parent or guardian of ____________ and I DO NOT GIVE HISD and its employees and representatives permission to print, photograph, and record my child for use in audio, video, film or any other electronic, digital, or printed media.

I agree to release the Houston Independent School District, its past, present and future trustees, officers, employees, representatives, and agents, from any and all liability, claims, demands, and causes of action arising out of the use of this material.

I certify that I have read this document and fully understand its terms and conditions. I also understand that I may withdraw consent at any time by sending a written request to the principal of my child’s school.

PLEASE PRINT

Name of child __________________________________________ Grade ______________________

Address _________________________________________________________________________

City, State, Zip __________________________________________________________________

Name of parent or guardian ________________________________________________________

School __________________________________________________________________________

Signature of parent or guardian _____________________________________________________

Date____________________ Phone Number ____________________________

HISD Media Relations  |  July 2016
STUDENT RECORD REQUEST

PLEASE FORWARD RECORDS FOR THE FOLLOWING STUDENT:

HISD STUDENT ID#: ____________________
STUDENT'S COMPLETE NAME: ________________________________
DATE OF BIRTH: ____________________ CURRENT GRADE: _________
Name of Last School Attended: __________________________________
School Address: _____________________________________________
City, State, Zip: _____________________________________________

PLEASE INCLUDE ALL OF THE FOLLOWING:

<table>
<thead>
<tr>
<th>WITHDRAWAL FORMS</th>
<th>TRANSCRIPT OF GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERMANANT RECORD CARD</td>
<td>TEST RECORDS REPORT CARD</td>
</tr>
<tr>
<td>TEST RECORDS</td>
<td>IMMUNIZATION RECORDS</td>
</tr>
</tbody>
</table>

PARENT SIGNATURE REQUIRED: _______________________________________

Please send the above information at your earliest convenience to:

Nat. Q. Henderson
701 Solo St / Houston, Texas 77020
713-671-4197 FAX ATTN: L. McAdams/ D. Tolbert (HISD ROUTE# 5)