New Student Intake (MS/HS)

Enrolled By (initials) : _____

Student's Name _____

Grade _____   First Day Attended _____

DOCUMENTS (all students):

_____ Records Request Form
_____ Registration Form
_____ Birth Certificate
_____ Computer Acceptable Use Policy
_____ Multi-use Permission Form
_____ Emergency Medical
_____ Health History & Immunization Record
_____ Proof of Residency
_____ Custody (letter)
_____ Free / Reduced Meals Application

STAFF ROUTING:

_____ DASL Setup
_____ Monthly Report

_____ Technology Director (name, grade)

_____ Route to School Nurse
_____ Route to School Nurse
_____ Rec'd appropriate document
_____ Rec'd appropriate document
_____ Route to Director of Operations

DOCUMENTS (special needs):   Route to relevant personnel: Psychologist, Nurse, Speech/Hearing, OT/PT, etc.

_____ IEP / 504 Plan

Team meeting _____

_____ Route to Admin Asst for Spec Serv

_____ ETR / IEP Adoption form

Other circumstances: homeless   mobile/transient   court placement   ESL

ORIENTATION:

_____ Orientation with secretary
_____ Orientation with principal
_____ Orientation with guidance counselor
_____ Orientation with student ambassador

INFORMATION (HANDOUTS):

_____ Student/Parent Handbook
       _____ *Rec'd Sign-off form*
_____ District calendar
_____ Breakfast/Lunch costs; finger imaging
_____ Community packet
_____ Building-specific information:
       _____ *Start / End Times*
       _____ *Staff Contact Guide*
       _____ *PTO / Parent Plus*
       _____ *Athletics / extra-curricular*
       _____ *Other*

STUDENT SCHEDULE:

_____ Course needs, selections
_____ Fees
_____ Homeroom
_____ Locker
_____ Lock combination

ACCESS:

_____ Computer log-in
_____ Progress Book – student
_____ Progress Book – parent
_____ ID system for cafeteria
_____ Infohio

TRANSPORTATION:

_____ Walker
_____ Bus   Which Route _____
_____ Driver   Parking Permit _____

Notes / Comments :

New Student Intake – information for appropriate staff members

1. Registrar

Student Name _____ Grade _____

- □ Please note the following information on this new student (relevant info from parent or emergency medical form or multi-use form):

- □ There is no student information from the sending school at this time.

- □ Student has an IEP

- □ Student has a 504

2. MS: Associate Principal   -- or - - HS: Guidance Counselor

Reading Assessment: After completion (within first 3 days of enrollment), attach a summary of results

- • Grades 10-12: Novanet's Basic Achievement Skills Inventory (BASI) – Reading & Writing, Level 4
- • Grade 9:   Discovery Ed's English 1
- • Grades 6-8:   Discovery Ed's benchmark assessment (by grade level)

Math Assessment: After completion (within first 3 days of enrollment), attach a summary of results

- • Grades 10-12: Novanet's Basic Achievement Skills Inventory (BASI) – Math, Level 4
- • Grade 9:   Discovery Ed's Algebra 1
- • Grades 6-8:   Discovery Ed's benchmark assessment (by grade level)

OAA / OGT: Attach a summary of results, if most recent is available

3. Teachers and Principal

Teachers can decide if they need further information derived from a quarterly assessment