New Student Enrollment Checklist

child(ren)	to Bellows Free Academy, Fairfax! To expedite the process of enrolling your in our school, we have developed a checklist of forms that are required. Enrollments processed until all documentation is on file.
	Proof of Residency - Please complete the Verification of Residency form, sign, and attach the 2 required documents.
-	Immunization Record
	Birth Certificate
	Copy of Custody Agreement (required for parents who are separated or divorced)
	State-Placed Documentation (for students in state custody)
	Student Enrollment Packet (See attached) *Please be sure to completely fill out, sign and date the Student Data form. If your student is on any type of educational plan (504, IEP, EST) please note that Information on page 2 of the data sheet.
	PreK students only - Child Care General Health Examination Form.

(This form must be signed by your pediatrician.)

STUDENT DATA FORM 2024-25

It is important that BFA-Fairfax be notified immediately if any student information changes. This will enable staff to input any changes that may occur during the school year and have the most up-to-date information available.

Student Name:	Entering Grade: Sex Assigned at BirthMF
First Name, Middle Name, Last	
Student Preferred Pronoun(s)	Gender Identity
Legal Town of Residence:	→→→→→→(what town do you pay taxes or pay rent to)
Place of Birth:	Date of Birth:
	(American Indian or Alaska Native, Asian, cific Islander, Caucasian)
Ethnicity: Is the student Hispanic or Latin	o? Yes No
Student Lives With: (Check which option applies)	MotherFatherStepmotherStepfather 50/50 CustodyGuardian(s)Other
IS THIS STUDENT IN ST	FATE DCF CARE AND CUSTODY?YesNo
father, or primary guardian(s). In the case each of the 1 st and 2 nd contacts. That way, parents, please list one parent name on each 2 nd Contact — See instructions for 1 st Concontact (ie 50/50 student custody relationships). 3 rd & 4 th Contact — This contact will not reconstructions.	tact above. School mailings will be issued if the address is different from 1st
1st Contact (See Instructions above) Parent Name or Primary Guardian:	Does this person have legal custody? Yes/No or 50/50
	Jues this person have regar custody. Active of 20020
Mailing Address:	
Town:	Home Phone:
State / Zip Code:	Cell Phone:
Employer Name and Work #:	Email Address:
U.S. Citizen (circle one): Y N Primary Language Spoken At Home:	
2nd Contact (See instructions above)	
	es this person have legal custody? Yes/No or 50/50
Mailing Address:	
Town:	Home Phone:
State / Zip Code:	Cell Phone:
Employer Name and Work #:	Email Address:
U.S. Citizen (circle one): Y N	
Primary Language Spoken At Home:	

3rd Contact (See instruct	tions on page 1)				
Name:		is person have legal	custody? Yes/No or 5	60/50	
Mailing Address:					
Town:		· · · ·	Home Phone:		
State / Zip Code:			Cell Phone:		
Employer Name and Work #			Email Address:		
U.S. Citizen (circle one):	Y N				
Primary Language Spoken A					
4th Contact (See instruction					
Name:		person have legal c	custody? Yes/No or 50	/50	
Mailing Address:					
Town:			Home Phone:		
State / Zip Code:			Cell Phone:		
Employer Name and Work #:			Email Address:		
U.S. Citizen (circle one): Primary Language Spoken At	Y N Home:				
Other Contact Infor					
nformation you would like	us to have about other p	parental or guardian	aship outside of home	ð:	
Name:		Relations	hip to Student:		
Address:		City, Sta	ite, Zip Code:		
Home Phone:		none;		Phone:	
Tomo I nono.	CCHTI	1011c		11010	
Siblings					
irst Name	Last Name		Gender		
irst Name	Last Name		Gender	DOB	
irst Name	Last Name		Gender	DOB	
irst Name	Last Name		Gender	DOB	
Emergency Contact Our software allows for up	to two emergency co	ontacts per studen	t. Do not list anyo	one from 1st - 4th Co	ntacts.
imergency information is ge	enerally relatives or neig	ghbors that may be	available if BFA can	not reach Contact 1 - 4	during
ne school day.		:			
lame:	Relationship	Name:	ז	Relationship	
.ddress:		Address		. to	-
ddress:	Cell.	Home Phone	e: Co	ell:	
Educational Services	(please do not lea	ve blank)			
our child may be eligible fo gging industry within the pa		onal services. Have	e you moved or work		
			l at 0 **	. N. 10-	ml
oes your child currently receeding service. Examples: If					, prease

Parent/Guardian Signature

Date

FAIRFAX TOWN SCHOOL DISTRICT

Bellows Free Academy, 75 Hunt Street, Fairfax, VT 05454 802-849-6711 / www.fwsu.org

VERIFICATION OF TOWN OF RESIDENCE 2024-25

So that we may maintain our ACT 60 compliance, we are requesting that you COMPLETE and RETURN THIS FORM TO THE SCHOOL before enrolling. This information is also used for the accurate billing of tuition for sending towns.

Student's Name (Please list all in household)	Date of Birth	Age	Grade Level			
		MARKET IN COLUMN TO THE PARTY OF THE PARTY O				
Student(s) reside with:						
Relationship to student(s):						
Mailing Address:						
Physical Address Location:						
(Street address, town highway, state road, etc. PO Bo	x address will not be acc	:epted)				
		-				
Legal Town of Residence:	MANIEL					
How long have you lived at this location?						
The above information is accurate as of this d	ay of	_, 20				
Signature of Parent/Guardian:						
organiture of Parent Guardian.						
If you are a new registrant OR if you have	moved at any time	in the last	vear, vou must			
also provide documentation to verify you						
<u>documentation, if requir</u>	ed) to the School Re	egistrar.				
How To Pro	ove Residency					
Please complete this form and attach two of						
hat legal residence can be established. Please 1	eturn the form & doc	cumentation	to the Registrar.			
☐ A letter from the Town Clerk's office indicating you	ır actual address.					
☐ A current property tax bill.						
☐ A copy of your signed rental agreement indicating t	he actual location of your	residence, and t	he name and phone			
number of the landlord. A notarized letter from the landlord stating the address.	ess of the residence being	leased and the	name(s) of the			
lessee(s) with the landlord's address and telephone r	oss of the residence being in	icascu anu me i	rame(s) of the			
☐ A valid driver's license showing your actual address		₹FD address.				
☐ Copies of utility bills that show your actual physical address.						

SCHOOLREACH NOTIFICATION SYSTEM 2024-25

BFA-Fairfax currently uses SCHOOLREACH NOTIFICATION SYSTEM, a rapid notification and communication service for communicating with Pre-K to Grade 12 students, parents, faculty, staff, and administration, thus enhancing communication between school and parents. SCHOOLREACH enables schools to deliver thousands of voice or text messages to telephones, mobile phones, PDAs or any internet-enabled device within minutes.

We are asking that you submit the requested information so that we are able to communicate with you when needed. This information will be used for school-purposes only and is held in strict confidence.

PLEASE READ CAREFULLY

You may have two emergency and two non-emergency phone numbers and email addresses. Work phone number(s) CANNOT have extension numbers associated with the phone number.

Student Name:
Grade Level:
EMERGENCY INFORMATION DEFINITION: Phone numbers and email addresses that will be contacted DURING school hours, ie 7:30 a.m. to 3:00 p.m. Example: Early School Closing, School Lockdown, etc.
Emergency Phone #1:
Emergency Phone #2:
Emergency Email Address #1:
Emergency Email Address #2:
NON-EMERGENCY INFORMATION DEFINITION: Non-emergency information will be used during off-hours, ie before 7:30 a.m. and after 3:00 p.m. Example: Snow Day, Power Outage, Event Reminders, etc.
Non-Emergency Phone #1:
Non-Emergency Phone #2:
Non-Emergency Email Address #1:
Non-Emergency Email Address #2:

RETURN FORM TO

Fairfax School District OPT OUT - Release of Directory Information & Permission Form

Student's Name	Grade
Release of Student Federal law authorizes the routine release of "directory information parent/guardian has advised the District to withhold the informarmful or an invasion of privacy if released. The primary purinclude information from a child's education records in certain programs, honor roll lists, school yearbook, sports activity should be considered the programs, the Fairfax School District publishes pict Occasionally the local media (TV or newspaper) will present curriculum. Students may be photographed or videotaped with showcase student projects in their classroom and display cas school's website. NOTE: The school district does not publish We do, however, give credit to student work by using the student states.	mation. Directory information is generally not considered irpose of directory information is to allow school districts to a school publications. Examples include: drama or music eets showing height and weight of team members. Stures and accounts of the activities of our students. Stories on our students and work they are doing related to the hile participating in a school activity. Often our teachers sees throughout the school, or post student projects on the student's full names or personal information on the Internet.
This is an OPT OUT form. If you do not want your student's in opting out of, and return this form to the Guidance office. You any of the categories below.	
Programs/lists for events, achievements. (Honor F	Roll, Band, Graduations, etc.)
Student Yearbook	
Sports Activity Sheets listing height and weight	
Information, photos and/or video released to outside	media (TV, Newspaper, Social Media sites)
Information and/or photo posted to the school websi	te.
Student work displayed on school grounds (for exam	nple, art work displayed in halls)
Participation in any school related surveys (such as, survey, School Climate survey)	but not limited to: Youth Risk Behavior
PTSA, Project Grad., Senior Banner	
County Courier (student name, graduation picture)	
FOR BFA FAIRFAX HIGH SO Federal law requires school districts to release student names. Periodically our high school will release this information to colleplease indicate that below.	addresses, and telephone numbers to military recruiters.
Do not disclose contact information on my child to:	
Military Recruiters	
Colleges/Other Educational Institutions	
Parent/Guardian Signature	Date



75 Hunt Street Fairfax, VT 05454 Ph. 802-849-6711 Fax. 802-849-2611

14	EAS.	44

Student's name:			Date of birth:			Grade:	
Address:							
		FAMIL	Y DYNAMICS				
Parent/guardian name:				guardian name	e:		
Family status:	☐ Divo	rced	☐ Single		☐ Separated		
Sibling's name:	Age:		Sibling's	s name:		Age:	
Sibling's name:	Age:		Sibling's	name:		Age:	
In reviewing	the following o		NT MEDICAL I		on for each yes res	sponse.	
Health concern		NO	YES (expla	in)			
ADD/ADHD							
Allergies (please list)							
Anxiety					•		
Back (i.e. scoliosis)							
Birth complications			ļ				
Breathing/respiratory (asthma/trac	cheomalacia)						
Bleeding							
Chicken pox	· · · · · · · · · · · · · · · · · · ·		Date:				
Depression							
Diabetes		· ·					
Ear infections							
Eyes (vision)							
Head injury/concussion (date of con							
Heart conditions (murmur/irregular		ery)					
Hospitalizations/surgeries (date/reas							
Seizures (type/date of most recent s	eizure)						
Skin (eczema)							
Toileting (incontinence/constipation))						
Other health concerns not listed:				_			
Significant family medical history (i.e. neart conditions, etc)	. diabetes, seizu	ires,					
 Is your student currently be If yes, explain: 	•	or any illness			no		
Who is treating you	ir student.						
						tc/3	
 Is your student currently ta 				, anergy, iii	ialer, epi-peri, e	·c/:	
No	yes (please expla	in below)				
IAME OF MEDICATION	DOSE	AT SCHOO	L OR HOME?	REASON			
	· · · · · · · · · · · · · · · · · · ·						

^{**} IF YOUR CHILD WILL BE TAKING PRESCRIPTION MEDICATION AT SCHOOL. PLEASE CONTACT THE SCHOOL NURSE



75 Hunt Street Fairfax, VT 05454 Ph. 802-849-6711 Fax. 802-849-2611



Student's current health care provider:	Phone:
Student's current dentist:	
HEALTH INSURANCE What type of health insurance does your child have? Private (BlueCross/BlueShield, MVP, Cigna, etc)	Medicaid (Dr. Dynasaur/VCHIP)
IMMUNIZATIONS It is federal law that all children have an updated immunization Please attach a current copy of your student's immunization recommendation.	
If your child is not immunized due to religious or medical reason. An exemption form should be completed for each school year. EXEMPTION: religious medical reason.	
OTHER PHYSICALS: For your child to participate in school sports, we rechealth care provider, every 2 years. SCREEN TIME: Does your child have limited screen time? If yes, how many hours a day is screen time allowed (out Does your child have a cell phone or tablet: no	**Include your child's most recent physical with this document. No yes tside of school):
Is there anything else we should know about your child?	
Parent/guardian signature:	Date:

Student:		DOB / /		
	mpleting Form:		- ool:	Date:/_/_
ls the stude	nt in DCF Custody?	YES	NO	
	If yes, DCF District C	Office:		:
	Social Worker Phone	Number:		
Is the child in	n the care of another c			NO
	If yes, which agency? (Mental Health, Case	y Family Services, ot	her?)	
	Agency contact name	/phone #:		
Who is the leg	gal guardian/custodian	? Note: This is the o	nly person who	can legally enroll the
Name:		Pho	one#:	
		•		•
Does either of	the students parents l	ive in Fairfax:	YES	МО
Does either of	the students parents i	ive in Fairfax: ENTS LIVE: Mothe	YES	МО
Does either of	the students parents I	ive in Fairfax: ENTS LIVE: Mothe	YES	NO
Does either of IF NO, V Is the student of If yes: Send Who	the students parents I	ive in Fairfax: ENTS LIVE: Mothe Fathe YES your Special Educa	YES er NO tion Coordinato	NO r and Medicaid Clerk
Does either of IF NO, N Is the student of If yes: Send Who Educe	the students parents I WHERE DO THE PAR on an IEP? a copy of this form to is the Educational Sur	ive in Fairfax: ENTS LIVE: Mothe Fathe YES your Special Educa rogate Parent? If uited the program at 828-	YES or NO tion Coordinato nknown, contacto 5108.	NO r and Medicaid Clerk
Does either of IF NO, No Is the student of If yes: Send Who Educt	the students parents I WHERE DO THE PAR on an IEP? a copy of this form to is the Educational Sur	ive in Fairfax: ENTS LIVE: Mother Father YES your Special Educations at 828-4	YES er NO tion Coordinato nknown, contact 5108 Phone:	NO r and Medicaid Clerk t the Vermont
Does either of IF NO, V Is the student of If yes: Send Who Educ	the students parents I NHERE DO THE PAR on an IEP? a copy of this form to is the Educational Sur ational Surrogate Pare ame: tudent last attend sch	ive in Fairfax: ENTS LIVE: Mother Father YES your Special Educational	YES or NO tion Coordinato nknown, contact 5108 Phone: placement:	NO r and Medicaid Clerk t the Vermont
Does either of IF NO, V Is the student of If yes: Send Who Educt Na Where did the s	the students parents I NHERE DO THE PAR on an IEP? a copy of this form to is the Educational Sur ational Surrogate Pare ame: tudent last attend sch	ive in Fairfax: ENTS LIVE: Mother Father YES your Special Education at 828-2	YES er NO tion Coordinato nknown, contact 5108 Phone: placement: t Person:	NO r and Medicaid Clerk t the Vermont

(Complete this form if student is in DCF Custody)



VERMONT EMPLOYMENT SURVEY

Please complete this form and return it to your school's office. All information provided is confidential. The Vermont Migrant Education Program will contact you to determine if your family is eligible. An eligible student can be of any race and/or ethnicity and speak any language. Please call if you have any questions: 866-860-1382 ext. 226

Guardian/Parent Name(s)		Date		
Address		Town		
Cell phone(s)		Land-line		
Has your family moved from one	town or state to anoth	er town or state in the last three years?		
□No, You do not need to complete □Yes, If yes from where?(to		Please complete the rest of this form.		
If yes, please check all that apply: □Dairy Work; □Hemp; □Raising and tending to poultry incl □Raising cows, pigs and other livest □Planting, growing, harvesting, pack □Working in a greenhouse or nurser □Working in the woods in logging, r □Working in the catching, raising, harvesting, harvesting, raising, harvesting in the catching, raising, harvesting, harvest	luding egg production; lock or work in a slaugh king, cutting or preparing y (tree/plant/flower) or maple sugaring, plantin arvesting or initial proc			
ease list all children ages 0 to 22 in yo				
child:	Grade:	School:		
hild:	Grade:	School:		
hild:	Grade:	School:		
hild:	Grade:	School:		

Updated on 10.17.2019





MIGRANT EDUCATION ELIGIBILITY CRITERIA

An eligible student can of any race and/or ethnicity and speak any language. Staff from the Vermont Migrant Education Program will help families determine whether a family or student meets the eligibility requirements described below:

Who qualifies for our program?

A child may qualify if the following apply:

- Child is under age of 22 has not graduated from high school or another accreditation program; and
- Child has moved across school district lines with a farmworker (parents, guardians, etc); and
- Parent/guardian has engaged in qualifying seasonal or temporary agricultural work.

Examples of Qualifying Work:

- ✓ Dairy;
- ✓ Hemp:
- ✓ Poultry and livestock;
- ✓ Slaughterhouse, meat processing;
- ✓ Fruit and vegetable production, harvesting, processing;
- ✓ Greenhouse or plant nursery work including trees, plants, flowers;
- ✓ Field crop work for animal feed or human consumption;
- ✓ Working in the woods logging, maple sugaring, planting trees, Christmas treeing, etc.
- ✓ Working in the catching, raising, harvesting or initial processing of fish or shellfish.









For eligible students enrolled in school, VMEP offers:

- Parent and school communication support. (Includes ensuring interpretation/translation is available to student/family.)
- School supplies and books
- Support for school enrollment including PK
- Referrals to afterschool, summer and health programs and services
- Information on post-secondary opportunities



Appendix B: Home Language Survey

Dear Parent/Guardian(s):

Instructions for Home Language Survey

(Revised: January 4, 2021)

Vermont welcomes families of all cultural and linguistic backgrounds. Speaking more than one language is a valuable asset for individuals, families, and communities. We encourage families to maintain their languages while learning English. In order to ensure meaningful communication between your family and our school, please let us know if you have questions and/or would like translation/interpreting services related to this survey or other important school notices.

In order to meet challenging academic standards for all students, Federal law requires that public schools identify students who may be entitled to English language support services. Every parent/guardian of newly enrolling students in Kindergarten through grade 12 must complete the survey questions (below) at registration. An English Learner (EL) Specialist may request further information, if needed, to determine whether your student should be classified as an English Learner (EL) and is eligible to receive additional services.

Thanks very much for your time in completing this form! Please be assured that the survey information is used solely for educational purposes, to identify potential English Learners who might be eligible for English language support.

Student Information (Parents/Guar	rdians should complete	e this sectio	n.)	
First Name:	Last Name:		Date of Birth (Month/Day/Year)	Gender:
Country of Birth:	Date of Entry in U.S. (Month/Day/Year):		Date student first began higher grade) in any U. (Month/Day/Year):	
Questions for Parents/Guardians		Response		
1.What language(s) are spoken in you	ır home?			
2.What language do you most often sp	peak to your child?			
3. What language does your child curre home?	ently use most often at			
4. What is the native language of each	parent/guardian?			
5.What language did your child first sp	eak or understand?			
For LEA Use Only:				
What school will the student attend?				
What grade will the student enter?	***************************************			
Beginning date in this school (Month/Da	ay/Year):			

This student was screened for English Language Proficiency and identified as an English Learner (EL)?* Y/N			
Name of Test Administrator:			
Date Student Screened:			
If not identified as an English Learner, does the student meet the ESSA Definition of "Immigrant Children and Youth"?* Y/N			
Under ESSA, the term 'immigrant children and youth' means individuals who –			
"(A) are aged 3 through 21;			
"(B) were not born in any State (including Puerto Rico); and			
"(C) have not been attending one or more schools in any one or more States for more than 3 full academic years."			

^{*}LEAs should submit HLSs to the VT-AOE using the HLS collection site only for students who have been: 1.Screened by EL Professionals for English Language Proficiency and identified as ELs; and/or 2.Identified as eligible to be counted under the "Immigrant Children and Youth" definition.

BELLOWS FREE ACADEMY, FAIRFAX Transportation Form

This form should be completed for all new students as part of the enrollment packet. For returning students, please complete this form & return it by July 12, 2024 so that the transportation routes can be planned. Please send to Rhonda Masse, BFA Fairfax, 75 Hunt Street, Fairax, VT 05454 or email to: rmasse@fwsu.org. If at any time a change occurs in your student's transportation plan, please fill out a new transportation form and return it to me or to your main office (Elementary for Kindergarten - Grade 4; Middle/High for Grades 5 - 12).

Parent(s) Name:		Date:
Student Name:	·	Grade:
Home Address	:	
transportation, or	will walk. If your child will be	by indicating whether your child will take a bus, have parent picked up or dropped off at a location other than their home ation section at the bottom of this page.
		ase indicate the physical address.
A.M. Transport	ation to School	P.M. Transportation from School
Monday _		
-		
Thursday _		
Friday _		Charles Company of the Company of th
someone there to	meet them? If YES, please responsibility to notify the	ve them permission to be let off the bus at home without e sign here
	ill be picked up or dropped complete the following.	off at an alternate address (within the Fairfax school
Morning Daycare	Name:	Telephone #:
Address:		
After School Day	care Name:	Telephone #:
Addross:		

BFA Fairfax

Library Card Information

Student Name:		
Grade Level:	_ Phone Number:	
Address:		
has books for all ages on th	aild to borrow library material e shelves and I alone have the pay for any materials damaged	
Signature of Parent/Guardi		Date