

## Enrollment Forms to Go to Student's Parents / Guardians

Form	Needs to be completed	Filed?
A. Enrollment Form (1 page)	August - annually or each time when transferring in. <b>IMPORTANT- THIS NEEDS TO BE DONE EACH TIME.</b>	Put Original in Cum File. <a href="#">Copy sent to Patty.</a>
B. Technology Use Agreement (1 page)	August - annually or each time when transferring in	Put Original in School Office. (Not in Cum File) Principal / Secretary tracks. <b>Do not send to Patty</b>
C. Media Release Form (1 page)	August - annually or each time when transferring in	Put Original in School Office. (Not in Cum File) Principal / Secretary tracks. <b>Do not send to Patty</b>
D. Health Services Form (1 page)	August - annually or each time when transferring in	Put Original in School Office. (Not in Cum File) Principal / Secretary tracks. <b>Do not send to Patty</b>
E. YKHC Release Form / Illness Guidelines (2 pages)	August - annually or each time when transferring in	Put Original (or copy) in Cum File. <b>Do not send to Patty</b>
F. Object to Release Info Form (1 page)	August - annually or each time when transferring in	Put Original in School Office. (Not in Cum File) Principal / Secretary tracks <a href="#">Copy sent to Patty.</a>
G. Income Survey - Title I (1 page)	August - annually for all families in district. (One Per Household)	Do not file in office. <a href="#">Send to Patty.</a>
H. Migrant Ed Questionnaire (1 page)	August - annually for all families in district. (One Per Household)	Do not file in office. <a href="#">Send to Patty.</a>
I. Title VII Indian Ed 506 Form (1 page)	One time only when first enrolled in district	Do not file in office. <a href="#">Send to Patty.</a>
J. Parent Language Questionnaire (1 page)	One time only when first enrolled in district	Do not file in office. <a href="#">Send to Patty.</a>

## Travel Forms to go to student's parents / guardians

Form	Needs to be completed	Filed?
L. Interscholastic - AASA Form (1 page)	August - annually or each time when transferring in. Optional.	Put Original in School Office. (Not in Cum File) Principal / Secretary tracks. <b>Do not send to Patty</b>
M. Emergency Medical Treatment Form (1 page)	August - annually or each time when transferring in - May also be done before each trip.	Put Original in School Office. (Not in Cum File) Principal / Secretary tracks. <b>Do not send to Patty</b>
N. Student Travel Contract (1 page)	August - annually or each time when transferring in - May also be done before each trip.	Put Original in School Office. (Not in Cum File) Principal / Secretary tracks. <b>Do not send to Patty</b>
O. Walking Field Trip Permission Form (1 page)	August - annually or each time when transferring in - May also be done before each trip.	Put Original in School Office. (Not in Cum File) Principal / Secretary tracks. <b>Do not send to Patty</b>
P. Parental Authorization Student Travel Form (1 page)	To be done before each field trip.	Put Original in School Office. (Not in Cum File) Principal / Secretary tracks. <b>Do not send to Patty</b>

## Transfer / Records Request / Transcripts

Form	Needs to be completed	Filed?
K. Records Request (4 pages)	Once Patty Received Form (R), for incoming students Patty sends to prior school / district.	For Incoming Students, once records come, place in cum File.
R. Entry Transfer Withdraw Form (1 page)	When a student transfers in or out. Email this form to Patty.	Put Original or copy in Cum Folder
Q. Transcript Request (1 page)	graduate / senior / or parent sends to Bertha / Edith or <a href="mailto:transcripts@kuspuk.org">transcripts@kuspuk.org</a>	Put Original or Copy to be filed in cum folder.