



REGISTRATION FORM

To apply to enroll:

1. Complete registration form and corresponding pages.
2. Provide school with copies of (a) all immunization records, (b) birth certificate, (c) last grade report and (d) transcript.
3. Application is not considered complete without above copies.

LEGAL FIRST NAME, <u>NOT</u> NICKNAME	MIDDLE NAME	LAST NAME + GENERATION SUFFIX (GR. II, III) IF APPLICABLE	
RESIDENTIAL ADDRESS		PREFERRED NICKNAME, IF APPLICABLE	DATE OF BIRTH (MM-DD-YYYY)
CITY / STATE / ZIP		PREVIOUS SCHOOL ATTENDED	BIRTH PLACE (CITY)
GRADE ENTERING IN FALL (CIRCLE ONE) 6 7 8 9 10 11 12		SCHOOL DISTRICT OF RESIDENCE	GENDER (CIRCLE ONE) Male Female
HOME PHONE	Twin, Triplet, etc. Y / N	COUNTY OF RESIDENCE	

CHECK IF NON-RESIDENT OR FOREIGN EXCHANGE STUDENT, IF SO INDICATE VISA TYPE: F-1 / OTHER

RACIAL/ETHNIC INFORMATION FOR MICHIGAN DEPT OF EDUCATION STATISTICS
PRIMARY AND/OR SECONDARY, NUMBER 1, 2, 3 FOR THE ONE OR MORE THAT APPLY

- | | |
|--|---|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Asian American (Far East, SE Asia, India) | <input type="checkbox"/> White |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
(Hawaii, Guam, Samoa or Other Pacific Islands) | <input type="checkbox"/> Hispanic or Latino (Cuba, Puerto Rico, South or
Central America or other Spanish culture or origin) |

PARENT / GUARDIAN INFORMATION

FIRST CONTACT NAME / RELATIONSHIP TO STUDENT	SECOND CONTACT NAME / RELATIONSHIP TO STUDENT
ADDRESS (IF DIFFERENT) CITY / STATE / ZIP	ADDRESS (IF DIFFERENT) CITY / STATE / ZIP
EMAIL ADDRESS	EMAIL ADDRESS
OCCUPATION / EMPLOYER	OCCUPATION / EMPLOYER
PHONE - WORK () PHONE - MOBILE () PHONE - HOME ()	PHONE - WORK () PHONE - MOBILE () PHONE - HOME ()

EMERGENCY CONTACT (if 1st/2nd contact cannot be reached)

EARLY RELEASE (persons who are authorized to release your child from school before the end of the school day)

EMERGENCY CONTACT NAME / RELATIONSHIP TO STUDENT	CONTACT NAME / RELATIONSHIP TO STUDENT
ADDRESS	CONTACT PHONE NUMBER ()
CITY / STATE / ZIP	CONTACT NAME / RELATIONSHIP TO STUDENT
PHONE - DAY ()	CONTACT PHONE NUMBER ()
PHONE - EVENING ()	

SPECIAL SERVICES YOUR STUDENT HAS RECEIVED AT PREVIOUS SCHOOL Check all that apply.

- | | | | |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Speech Therapy | <input type="checkbox"/> Special Education Service | <input type="checkbox"/> L.D. | <input type="checkbox"/> English as Second Language |
| <input type="checkbox"/> Social Work | <input type="checkbox"/> Resource Room _____ hrs/week | <input type="checkbox"/> E.I. | What is primary language at home?
_____ |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Self-contained classroom | <input type="checkbox"/> E.M.I. | <input type="checkbox"/> G.A.T.E.S |
| | <input type="checkbox"/> Date of last I.E.P.C.: _____ | <input type="checkbox"/> Other: _____ | |

Special Services information is used for the purpose of continuing necessary services and is not used in determining eligibility to enroll.

Does this student have sibling(s) currently enrolled at Kensington Woods? No / Yes	Siblings enrolled / enrolling (& next year grade):
Does this student have sibling(s) also applying to Kensington Woods for the 1st time? No / Yes	
If yes to either, list those brothers and sisters at the space to the right.	

I attest that the information provided is complete and accurate to the best of my knowledge.

X _____ Parent/Guardian Signature	_____ Today's Date	Office Use Only - Date / Time Received
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STUDENT INFORMATION

Last Name: _____ First Name: _____
Birth Date: _____ Last School Attended: _____
Last Grade Completed: _____ Last Year Attended: _____
School Address: _____
School Phone: _____ School Fax: _____

AFFIRMATION OF PRIOR DISCIPLINE RECORD

A willfull false statement on this affirmation will result in a report to the appropriate authorities and inelligible enrollment.

The undersigned affirms that _____ has been OR has not been suspended or expelled from any public or private school in Michigan or any other state.

If you have been suspended or expelled, please explain all circumstances in detail and attach it to your application. Include the school name, dates of suspension or expulsion and description of the incident giving rise to the suspension or expulsion.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

STUDENT RECORD REQUEST (Office Use Only)

Name of sending (former) school or school district: _____

Please send the records requested below for the student listed above.

- CA-60 Immunization Record Transcript/Last Grade Report IEP/504 plan
Special Testing Behavior Records Cumulative Records Other:

Please check one: According to our records, we can verify that the discipline information provided above is correct
According to our records, we can verify that the discipline information provided above is not correct

Please forward appropriate disciplinary documentation if the student has been involved in offenses involving weapons, alcohol or drugs or willful inflictions of injury to persons or an act of violence against persons adn/or property committed on school premises, at a school sponsored event or on a public or pricate conveyance providing transportation to or from school or school sponsored activities.

School Official Signature: _____ Date: _____

Title IX, part a of the Every Student Succeeds Act of 2015

MAIL OR FAX RECORDS TO:

9501 Pettys Road · PO Box 206 · Lakeland, MI 48143
517-545-0828 p · 517-545-7588 f
kwoods.org



STUDENT RESIDENCY QUESTIONNAIRE

Student Name: _____ Date: _____

This questionnaire is given to ALL students to ensure our district remains in compliance with federal law. Your answers will help school staff determine if the student is eligible for certain rights under federal law and supportive services.

The Student lives in the following situation: _____

- Owner-occupied home
Rental Unit
Emergency shelter or transitional housing *
Motel/hotel *
Campground *
Public or private place not designed for or ordinarily used as regular sleeping accommodation for humans, including cars, parks, public spaces, abandoned buildings, substandard housing and bus or train stations *
Foster care placement for 6 months or less *
Long-term, stable, cooperative living arrangement
Temporary, shared housing with friends, family or others due to:
Loss of personal housing * (due to reasons such as eviction, inability to pay rent, destruction or damage to home, abuse or neglect, unhealthy conditions, parental abandonment or incarceration)
Economic hardship *
Other, similar reason: _____ *

*Living in these situation may qualify you for services, including immediate enrollment, transportation, school supplies, educational advocacy and community referrals.

If you are living in temporary shared housing, please answer the following questions: _____

- Is the living situation intended to be temporary or long-term?
How long have you lived there?
Do you consider yourself a guest in the home?
Are you paying rent?
Are you looking for another place to live?
Do you plan to move out soon?
Does the student have a legal right to be in the home?
Can the student or family be asked to leave at any time with no legal recourse?
Did the student move into the home as an urgent measure to avoid being on the street or in another precarious situation?
How many people live in the home?
How many bedrooms are there?
Where does the student sleep?



BEHAVIOR AND ACADEMIC CONTRACT

Kensington Woods Schools are committed to academic excellence. The board, faculty, staff, parents and students are also committed to our mission to prepare each student for success in college, a career, and life through a challenging curriculum in a student-centered environment. Therefore, we ask that before you enroll at Kensington Woods you read this behavior and academic contract.

I, _____ agree to the following conditions in order that I may attend as a student at Kensington Woods Schools.

ACADEMIC STANDARDS:

- I have read and I agree with our mission statement. Kensington Woods Schools will offer me a rigorous and challenging curriculum to prepare me for success out of high school.
• I recognize that the faculty at Kensington Woods Schools will challenge me academically.
• I agree to fulfill all academic requirements at Kensington Woods Schools.
• I understand that the homework load I will be given will be of high quality and that I am expected to return high quality work.
• I agree to engage and participate fully in all of my courses.

DISCIPLINARY EXPECTATIONS:

- I also agree to conduct myself in an appropriate manner and follow the code of conduct outlined in the Student Handbook.
• I will attend school daily (Monday-Friday).
• I will be on time for each of my classes.
• I will remain in each class the full duration of scheduled time, and I will not be absent from any of my classes without permission.
• My parent/guardian will call the school office prior to 9:00 a.m. if I am going to be tardy or absent that day.
• I will treat staff and students in a respectful manner and I will follow staff directives in a cooperative manner at all times.
• I will not interfere with other students' right to learn.
• I will demonstrate appropriate behavior and use only appropriate language while I am in the school building or at a school function.
• I agree to abide by the Kensington Woods Drug & Alcohol Policy.
• I will not smoke on school property, at school events or during school hours.
• I will adhere to dress code.
• I am aware of Michigan Public Act Laws 102 and 104*

Failure to comply with the terms on this contract may result in a discipline hearing and possible dismissal from Kensington Woods.

Student Signature _____ Parent/Guardian Signature _____ Date _____

*What are PA102 and PA104? These are public acts of Michigan State law governing expulsions and suspensions from public schools. Types of expulsions to be reported: Required mandatory expulsions from all public schools include: Arson, weapons, criminal sexual assault and physical assaults on staff (PA104). Required mandatory suspension or expulsion up to 180 days where other districts may, but are not required to accept students. Verbal assaults against staff (PA104) and physical assaults on other students (PA102).

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NETWORK, INTERNET AND SCHOOL TECHNOLOGY ACCEPTABLE USE AGREEMENT

Kensington Woods is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of school operations. It also recognizes that safeguards have to be established to ensure that the school's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

In order for anyone to use the local and wireless network, internet connection and/or data and exchange servers, he/she must read these guidelines and sign this agreement. In order for students to check out school technology devices, including, but not limited to cameras, video cameras and iPads, students must read these guidelines and sign this agreement.

A user name and password will be issued to users upon receipt of this signed Agreement. Until then network use will not be allowed. The use of the Internet is a privilege, not a right. ***Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action, including suspension and/or expulsion, and/or legal action.***

Inappropriate Internet, network and technology device use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;
- revealing one's (or other's) personal address, phone number or credit card information;
- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the school's firewall without authorization;
- e-mailing is restricted to topics related to instruction and school activities;
- soliciting or distributing e-mail for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on school computers;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute;
- accessing personal social networking sites, such as but not limited to Facebook, Instagram, Twitter, YouTube, Snapchat, etc. without specific permission from the Administration;
- school technology devices must be used for school projects/assignments only. They are not for personal use and must not be used for inappropriate uses; and
- recording others without their permission.



I agree to comply with these Network, Internet and Technology Acceptable use guidelines as stated in this agreement and the Kensington Woods Schools Student Handbook.

- I understand that the school administration reserves the right to change these rules at any time.
- I understand that the assignment of a password does not guarantee confidentiality. There is no expectation of privacy as to prevent examination or monitoring. I understand that the school reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The school reserves the right to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the school must also be free of any inappropriate content.
- I agree not to participate in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. I realize that in some cases, the transfer of such material may result in legal action against me.
- I understand that the school monitors the on-line activity of all users in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors..
- Should I happen to find materials that may be deemed inappropriate, I shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of this material, and will immediately report it to a teacher or the Administration. I am aware that the transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.
- I understand that all computers, local and wireless network, Internet connection and/or data and exchange servers are the school s property and shall only be used for educational and business purposes.
- I understand that computer hardware (monitors, terminals, keyboards, mice, etc.) are Kensington Woods Schools property and any mistreatment or damage will be considered destruction of property or vandalism.
- I understand that the school makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The school and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting while using the Internet connection.
- I understand that Kensington Woods Schools strongly condemns the illegal distribution of software otherwise known as pirating. I understand that software piracy is a Federal offense punishable by fine or imprisonment.
- I agree not to allow other individuals to use my account or use other individuals' accounts for Network and Internet activities.
- I understand that through the use of the Internet any actions taken by me will reflect upon the school system as a whole. As such, I shall behave in an ethical and legal manner.
- I release Kensington Woods Schools and all other sponsoring organizations related to the Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility, as well as legal and financial liability for the results of my actions regarding my use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.
- I understand that I must respect any school technology device I use and use them safely and appropriately.
- I understand that I am responsible for replacement costs for any devices that are returned damaged or go missing, based on current replacement costs. This includes, but is not limited to, cameras, iPads, tripods, camera bags, batteries, memory cards and camera straps.
- I understand that I must sign out and sign back in school technology devices EVERY TIME it is used. I am responsible for the device that I have signed out. I will return the device promptly and in an amount of time defined by KWS Staff.

Signature of Student _____ Date _____

I, _____ (print name), the parent/guardian of _____ (print student's name), agree to accept all financial and legal liabilities that may result from my son's/daughter's use of the school's Network and Internet connection and school technology device use.

Signature of Parent/Guardian _____ Date _____

This policy and all its provisions are subordinate to local, state, and federal statutes.



CONSENT FOR DISCLOSURE OF IMMUNIZATION INFORMATION
TO LOCAL AND STATE HEALTH DEPARTMENTS

Immunizations are an important part of keeping our children healthy. Schools and State and Local health departments must monitor immunization levels to ensure that all communities are protected from potentially life-threatening diseases and, if necessary, respond promptly to an emerging public health threat. It is important that disease threats be minimized through the monitoring of students being immunized.

Sharing immunization and personally identifiable information including the students name, Date of Birth, gender, and address with local and state health departments will help to keep your child safe from vaccine preventable diseases. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, requires written parental consent before personally identifiable information from your child’s education records is disclosed to the health department. If your child is 18 or over, he or she is an “eligible student” and must provide consent for disclosures of information from his or her education records.

You may withdraw your consent to share this information in writing at any time.

I authorize Kensington Woods Schools to release my child’s immunization record to the Michigan Department of Health and Human Services and Local Health Department. I understand this information will be used to improve the quality and timeliness of immunization services and to help schools comply with Michigan Law. This includes any immunization information and limited personally identifiable information from the school.

Student Name

Date of Birth

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Name (printed)

PLEASE RETURN TO:

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kwoods.org



COMPLETED APPLICATION CHECKLIST

All steps must be completed in order for application to be processed and enrollment to be complete

Student Name: _____ Date: _____

- Completed Registration Packet

- Copy of transcript (for 10th, 11th and 12th grades) *or*
Most recent grade report card (for 6th, 7th, 8th and 9th grades)

- Birth Certificate

- Copy of most recent IEP or 504 (if applicable)

- Meeting with School Counselor or Principal at Kensington Woods Schools

- Meeting with Special Education Coordinator for students with active IEP/504

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