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| SCHOOL YEAR | CAMPUS |
| | |

**STUDENT ENROLLMENT FORM
ROUND TOP – CARMINE I.S.D.
ROUND TOP ELEMENTARY
608 NORTH WASHINGTON
ROUND TOP, TEXAS 78954**

| FOR OFFICE USE ONLY | | INITIAL |
|---------------------------------|--|----------------|
| ENROLLMENT DOCUMENTATION | | |
| BIRTH CERTIFICATE | | |
| SOCIAL SECURITY CARD | | |
| IMMUNIZATION RECORDS | | |
| PROOF OF RESIDENCE | | |
| PRE-KINDER DOCUMENTATION | | |
| PREVIOUS SCHOOL RECORDS | | |

STUDENT INFORMATION PLEASE PRINT / USAR LETRA DE MOLDE

| GRADE / GRADO | | STUDENT NAME / NOMBRE DE ESTUDIANTE | | | |
|---|--|---|--|--|---|
| | | LAST / APELLIDO | FIRST / PRIMER NOMBRE | INITIAL / INICIAL | GENERATION / GENERACIÓN |
| | | | | | |
| RESIDENTIAL ADDRESS / LA DIRECCIÓN RESIDENCIAL | | | MAILING ADDRESS / LA DIRECCIÓN DE CORRESPONDENCIA | | |
| | | | <small>COMPLETE ONLY IF DIFFERENT FROM RESIDENTIAL ADDRESS / COMPLETE SOLO SI ES DIFERENTE DE LA DIRECCION RESIDENCIAL</small> | | |
| | | | | | |
| HOME PHONE / TELÉFONO | *DIRECTORY INFORMATION PUBLISHED? / INFORMACIÓN DE DIRECTORIO PUBLICADO?* | | GENDER / EL GÉNERO | DOB / FECHA DE NACIMIENTO | PLACE OF BIRTH / CIUDAD Y ESTADO DE NACIMIENTO |
| (979) | <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO | <input type="checkbox"/> MALE / MASCULINO <input type="checkbox"/> FEMALE / FEMENINO | | |
| | | | | | |
| ETHNICITY / RAZA : | | <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE | | <input type="checkbox"/> HISPANIC | |
| | | <input type="checkbox"/> ASIAN OR PACIFIC ISLANDER | | <input type="checkbox"/> WHITE, NOT OF HISPANIC ORIGIN | |
| | | <input type="checkbox"/> AFRICAN AMERICAN, NOT OF HISPANIC ORIGIN | | | |

SCHOOL / PROGRAM INFORMATION

| HAS STUDENT EVER ATTENDED RT-C SCHOOLS? ¿HA ASISTIDO EL ESTUDIANTE EN ESCUELAS DE RT-C? | | DATE FIRST ENROLLED IN U.S. SCHOOLS? ¿CUÁL ES LA FECHA ORIGINAL DE MATRICULACION EN LOS E.U.A.? | | HAS STUDENT EVER PARTICIPATED IN THE MIGRANT PROGRAM? / ¿TOMÓ PARTE EL ESTUDIANTE EN EL PROGRAMA MIGRATORIO? | | HAS STUDENT EVER PARTICIPATED IN THE IMMIGRANT PROGRAM? / ¿TOMÓ PARTE EL ESTUDIANTE EN EL PROGRAMA DE IMMIGRANTE? | |
|---|-----------------------------|--|--|---|-----------------------------|--|---|
| <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO | | | <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO | <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO |
| LIST LAST SCHOOLS ATTENDED / NOMBRE LAS ÚLTIMAS ESCUELAS ASISTIDAS | | ADDRESS / LA DIRECCIÓN DE ESCUELA | | YEAR / AÑO | CITY / CIUDAD | STATE / ESTADO | ZIP CODE / CÓDIGO POSTAL |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| WAS STUDENT EVER ENROLLED IN SPECIAL PROGRAMS? / ¿HA ASISTIDO EL ESTUDIANTE EN PROGRAMAS ESPECIALES? | | | | <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO | SPECIAL EDUCATION / LA EDUCACIÓN ESPECIAL | |
| | | | | <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO | BILINGUAL- ESL / BILINGÜE - ESL | |
| | | | | <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO | GIFTED AND TALENTED / PROGRAMA TALENTOSO | |
| | | | | <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO | 504 PROGRAM / PROGRAMA DE 504 | |
| | | | | <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO | OTHER / OTRO | |

PARENT / GUARDIAN INFORMATION

| WITH WHOM DOES THE STUDENT LIVE? ¿CON QUIEN VIVE EL ESTUDIANTE? | <input type="checkbox"/> BOTH PARENTS / AMBOS PADRES | <input type="checkbox"/> OTHER / OTRO |
|--|--|---|
| | <input type="checkbox"/> FATHER / PADRE | • NAME AND RELATIONSHIP WITH STUDENT |
| | <input type="checkbox"/> MOTHER / MADRE | • EL NOMBRE Y LA RELACIÓN CON EL ESTUDIANTE |
| | | _____ |

| FATHER / GUARDIAN NAME / EL NOMBRE DE PADRE O GUARDIÁN | | DOES FATHER WORK ON FEDERAL PROPERTY OR FOR FEDERAL GOV'T? / ¿TRABAJA EL PADRE EN PROPIEDAD FEDERAL O PARA EL GOBIERNO FEDERAL? | |
|---|-------------------------------------|--|--|
| LAST NAME / APELLIDO | FIRST NAME / PRIMER NOMBRE | <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO |
| RESIDENTIAL ADDRESS / LA DIRECCIÓN RESIDENCIAL | | PLACE OF EMPLOYMENT / LUGAR DE EMPLEO | ADDRESS OF EMPLOYMENT / LA DIRECCIÓN DEL EMPLEO |
| | | | |
| PHONE / TELÉFONO DE CASA | WORK PHONE / TELÉFONO DE TRABAJO | CELL PHONE / EL NÚMERO DEL TELÉFONO CÉLULAR | E-MAIL ADDRESS / DIRECCIÓN DE ENVÍO ELECTRÓNICO |
| (915) | | | |

| MOTHER / GUARDIAN NAME / EL NOMBRE DE MADRE O GUARDIÁN | | DOES MOTHER WORK ON FEDERAL PROPERTY OR FOR FEDERAL GOV'T? / ¿TRABAJA LA MADRE EN PROPIEDAD FEDERAL O PARA EL GOBIERNO FEDERAL? | |
|---|-------------------------------------|--|--|
| LAST NAME / APELLIDO | FIRST NAME / PRIMER NOMBRE | <input type="checkbox"/> YES / SÍ | <input type="checkbox"/> NO |
| RESIDENTIAL ADDRESS / LA DIRECCIÓN RESIDENCIAL | | PLACE OF EMPLOYMENT / LUGAR DE EMPLEO | ADDRESS OF EMPLOYMENT / LA DIRECCIÓN DEL EMPLEO |
| | | | |
| PHONE / TELÉFONO DE CASA | WORK PHONE / TELÉFONO DE TRABAJO | CELL PHONE / EL NÚMERO DEL TELÉFONO CÉLULAR | E-MAIL ADDRESS / DIRECCIÓN DE ENVÍO ELECTRÓNICO |
| (915) | | | |

| EMERGENCY CONTACT PERSON (OTHER THAN PARENT/GUARDIAN) / LA PERSONA DE CONTACTO DE EMERGENCIA (APARTE DE PADRE /GUARDIAN) | PHONE / TELÉFONO |
|---|------------------|
| | |

LIST OTHER PEOPLE LIVING IN HOUSEHOLD / NOMBRE LAS PERSONAS QUE VIVEN EN SU RESIDENCIA

| NAME / NOMBRE | AGE / EDAD | GRADE / NIVEL | SCHOOL ATTENDING / ESCUELA |
|---------------|------------|---------------|----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

INFORMATION OF PERSON ENROLLING STUDENT / INFORMACIÓN DE LA PERSONA MATRICULANDO AL ESTUDIANTE

| NAME OF PERSON ENROLLING THE STUDENT EL NOMBRE DE LA PERSONA MATRICULANDO AL ESTUDIANTE | | RESIDENTIAL ADDRESS / LA DIRECCIÓN RESIDENCIAL |
|--|----------------------------|--|
| LAST NAME / APELLIDO | FIRST NAME / PRIMER NOMBRE | |
| DATE OF BIRTH / FECHA DE NACIMIENTO | | |
| | | |
| RELATIONSHIP TO STUDENT / LA RELACIÓN AL ESTUDIANTE | | ENROLLEE'S SIGNATURE / FIRMA DE PERSONA QUE ESTA MATRICULANDO AL ESTUDIANTE |
| | | |

***DIRECTORY INFORMATION:** "Directory information" means information not generally considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone number, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, grade level, enrollment status, and the most recent previous school attended. If you object to the release of directory information about your child/children, then indicate "NO" on the Student Enrollment form.

Presenting a false document or false record is an offense under Section 37.10, Penal Code, and enrollment of a child under false documents subjects the person to liability for tuition or costs under Section 25.001(h) of the Texas Education Code.

RT-C Independent School District STUDENT ENROLLMENT FORM - **EXAMPLE**

Enrollment Documentation:

Refer to **Student Attendance Accounting Handbook** in the section entitled **Audit Requirements** that establishes minimum standards for all required documentation, sets the time limit for record retention, and discusses areas of attendance accounting that deserve particular attention.

Enrollment Procedures:

Refer to the **Student Attendance Accounting Handbook** in the section entitled **General Attendance Requirements** that discusses responsibility of district personnel, enrollment and withdrawal procedures, basic rules of attendance accounting for all attendance systems, ADA eligibility codes and general eligibility requirements, the school calendar, data submission, documentation required to prove FSP eligibility, tips for quality control of attendance data, and examples.

Student Information:

- GRADE-LEVEL-CODE indicates the current grade level of the student.
- FIRST-NAME identifies a person's legal first name.
- MIDDLE-NAME identifies a person's legal middle name.
- LAST-NAME identifies a person's legal last name.
- GENERATION-CODE identifies the generation suffix, if any, which the person attaches to his name.
- SEX-CODE identifies the gender of the person.
- DATE-OF-BIRTH indicates the month, day, and year of the person's birth.
- ETHNICITY-CODE identifies the person's ethnic origin.
- STUDENT-ID is the student's Social Security number or a state-approved alternative identification number.

DIRECTORY INFORMATION: *"Directory information" means information not generally considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone number, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, grade level, enrollment status, and the most recent previous school attended. If you object to the release of directory information about your child/children, then indicate "NO" on the Student Enrollment form.*

School / Program Information:

School / Program fields are designed to identify if student had previously received program services in a previous school district so that services can be continued without interruption.

Refer to Sections IV – IX of the **Student Attendance Accounting Handbook** address each of the special program areas under the FSP. Each section discusses responsibility of district personnel, enrollment and withdrawal procedures, special rules, documentation to prove special program eligibility, tips for quality control of special program attendance data, and examples.

SPECIAL EDUCATION: *Student new to district; previously in special education refer to the Student Attendance Accounting Handbook Section IV (2-3)*

BILINGUAL/ESL: *Student new to district; previously in Bilingual/ESL refer to the Student Attendance Accounting Handbook Section VI (2-5)*

PREKINDER: *Student new to district; previously in prekinder refer to the Student Attendance Accounting Handbook Section VII (5-5)*

GIFTED AND TALENTED: *Student new to district; previously in prekinder refer to the Student Attendance Accounting Handbook Section VII (5, 6, 7)*

Parent/Guardian Information:

Parent/Guardian information fields are designed to identify communication contacts regarding school announcements and student performance.

The absence of a parent, guardian, or the person with legal control of a child under a court order is not grounds for refusing admission to which a child is entitled under § 25.001

Enroller's Information:

Regardless of whether or not a child's parent, guardian, or other person with legal control of the child under a court order is enrolling a child, under Section 25.002(f) as amended in 2002-2003, a district is required to record the name, address and date of birth of the person enrolling a child.

Office Use Information:

Local district designed fields.