

Wapakoneta City Schools
1102 Gardenia Dr.
Wapakoneta, OH 45895
Phone: 419-739-2900
Fax: 419-739-2918
www.wapak.org



Keith Horner, Superintendent
419-739-2900
Susan Rinehart, CFO
419-739-2903
Mike Watt, Director of
Operations

ENROLLMENT REQUIREMENTS

_____ Proof of Residency (ex: copy of electric or gas bill showing name & address)
*Teachers/classes cannot be assigned until Proof of Residency is provided.
Please obtain and provide appropriate documentation to complete the enrollment process.

_____ Copy of custody papers (if applicable)

_____ Copy of immunization records

_____ Copy of birth certificate

_____ OHSAA form (if applicable)

(Copies of the above documentation will be made at the time of registration.)

Wapakoneta City Schools

INABILITY TO PROVIDE CERTIFIED BIRTH CERTIFICATE

I, _____, hereby declare that I am unable to provide to the schools, within the required time, a certified birth certificate for the child named below, for the following reason(s):

In lieu of the required certified birth certificate, I am providing the following:

- non certified birth certificate
- baptismal record
- court record
- doctor or hospital record
- passport
- immunization record
- other (specify) _____

Name of Child

Signature of Parent/Legal Guardian

Date

Wapakoneta City Schools

Oath of Residency

Acceptable proof of residency in the Wapakoneta City School District is required to register your child for school.

As verification of residency, please present one of the following documents:

- _____ 1. Copy of driver's license or State ID Card with picture showing current district address (no temporaries). If address has been changed, this cannot be accepted.
- _____ 2. Copy of any of the following at address within district in parent/guardian name:
 - A. Deed to home
 - B. Escrow papers
 - C. Lease/rental agreement
 - D. Declaration page of current homeowner's insurance policy.
- _____ 3. Any of the following showing address within district in parent/guardian name:
 - A. Most recent utility bills (phone, gas, and electric)
 - B. Deposit receipt for gas, electric, and phone service start-up
 - C. Payroll stub
- _____ 4. Either of the following showing delivery to residence address within district in parent/guardian name:
 - A. Major moving company receipt for moving household goods
 - B. Receipt from local firm showing delivery of newly-purchased major appliance or furniture piece(s).
- _____ 5. Currently active bank account checkbook with name and address imprinted (bank may be contacted to verify existence of account.)
- _____ 6. Voter registration card

I certify that I have established my residence in the Wapakoneta City School District and that the enrolled student(s) lives with me at this residence.

I further state that I am not maintaining a separate primary residence elsewhere.

Parent/Guardian Signature

Address

Student's Name

Date

Wapakoneta City Schools

Residency Affidavit

(This form is to be used only if questioning Oath of Residency form or if no residency information is provided.)

(STATE OF OHIO ss
COUNTY OF _____)

_____(Parent/guardian), being by me duly sworn, did personally appear and state before me, a Notary Public, in and for said County and State, that his/her "legal residence" (address) (and that of his/her child{ren} is:

Street number and street name

City

State

Zip code

It is understood that, for the purpose of this document, the term "legal residence" means that residence where the parent/guardian eats their meals and sleeps on a regular basis, receives their mail, and if applicable, where the parent(s) are registered to vote.

Signed _____

_____(Owner/renter of above address), being by me duly sworn, did personally appear and state before me, a Notary Public, in and for said County and State, that s/he is the owner/lessee of the address sworn to below. **(Must be signed in front of a notary.)**

Signed _____

Phone No. _____

SWORN TO BEFORE ME AND SIGNED THIS _____ DAY OF _____, 20_____

SIGNED _____

Notary Public, State of Ohio

NOTICE: READ CAREFULLY: Knowingly falsifying this document is a violation of the Ohio Revised Code: Section 2921.13 (A) (6) which is a First Degree Misdemeanor punishable by a prison term of six (6) months and/or a fine up to \$1000.00. Further, the affiant will be billed (and prosecuted in court, if necessary) to collect all back tuition which may be due.

Inaccurate and/or false information will result in immediate withdrawal of your child(ren) from the Wapakoneta City School District.



Wapakoneta City Schools Registration Form

Office Use Only
ID _____
Homeroom _____
Locker _____

PLEASE COMPLETE ALL INFORMATION

			<input type="checkbox"/> Male <input type="checkbox"/> Female
Student Last Name	First Name	Middle Name	
			() _____
Address	City/State/Zip Code	Home Phone Number	
			(W) () _____
Father / Stepfather / Grandfather / Guardian (Please circle one)		Employer	Work and/or cell phone
			(C) () _____
Mother / Stepmother / Grandmother / Guardian (Please circle one)		Employer	Work and/or cell phone
			(C) () _____

Child's Birthdate	Place of Birth (city & state)	Grade	School Year
Check the language that is spoken in your home:			
<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Japanese <input type="checkbox"/> Other (specify) _____			
Mother's Maiden Name _____			
Student Citizen Status: (Please indicate below the resident status for the student)			
<input type="checkbox"/> U.S. Citizen (1) <input type="checkbox"/> Exchange Student: The student has been admitted to the United States under a Department of State Exchange Program. The student will have a J entry code and an IAP 66 document. <input type="checkbox"/> Other Non-U.S. Citizen			
Parents' Marital Status:			
<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Unmarried, living together			
Custody/Residential Information:			
_____ Student lives with both natural/adoptive parents. Parents are NOT divorced or separated.			
_____ Student lives with divorced or widowed natural/adoptive parent			
_____ Student lives with natural parent – never married to other natural parent			
_____ Student lives with court appointed guardian			
_____ Student lives with foster parent			
_____ Other, please explain _____			
<input type="checkbox"/> Please check here if this is your first child to enroll in the Wapakoneta City School system.			

Race/Ethnic Category:

- White, Non-Hispanic (W)
- Black, Non-Hispanic (B)
- Hispanic / Latino (H)
- Asian (A)
- American Indian / Alaskan Native (I)
- Multiracial (M)
- Native Hawaiian / Other Pacific Islander (P)

1. Is the student of Hispanic/Latino heritage? ____ Yes ____ No

(Hispanic/Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

2. Is the student from *one or more races* using the following five racial groups: (PLEASE SELECT ALL THAT APPLY – YOU MUST SELECT AT LEAST ONE – NO MATTER WHAT THE ANSWER TO QUESTION #1)

____(W) White, Non-Hispanic (People who have origins in any of the original peoples of Europe, North Africa, or the Middle East)

____(B) Black or African American (Persons having origins in any of the black racial groups in Africa)

____(A) Asian (Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent; This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, and the Philippine Islands, Thailand, and Vietnam)

____(I) American Indian or Alaska Native (Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment)

____(P) Native Hawaiian or Other Pacific Islander (Persons having origins in any of the original peoples of Hawaii, or other Pacific Islands)

My signature below certifies that the information I have stated above is true to the best of my knowledge as the custodial parent/guardian of the named student.

Custodial Parent/Guardian Signature

Date

Handicapping Conditions: Please indicate below if the student is identified as having a handicapping condition.

- Not applicable (0)
- Multiple disabilities (1)
- Blindness (2)
- Deafness (Hearing Impairments) (3)
- Visual Impairments (4)
- Speech (5)
- Orthopedic (6)
- Emotional Disturbance (8)
- Cognitive Disabilities (9)
- Specific Learning Disabilities (10)
- Autism (12)
- Traumatic Brain Injury (13)
- Other Health Impairment (Major) (14)
- Other Health Impairment (Minor) (15)

Public Assistance Status ___ *Not Applicable (0)* ___ *Yes, student's parents receive public assistance – ADC (1)*

Admission to Current School: (Please define the pupil's most recent entry to the Wapakoneta City School District by checking the category below that applies.)

- Wapakoneta City School system is the first and only school system attended (1)
- Entering from a non-public school (2)
- Entering from another school district in the same county (3)
- Entering from another school district in Ohio (not the same county) (4)
- Entering from another state (5)
- Entering from another country (6)
- Entering from home schooling (7)
- Entering from an institution (8)
- Entering from MR/DD (9)
- Entering after dropping out of school (10)
- Entering as the result of a court referral (11)

Pre-school attended, if any:

<i>School Name</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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School Telephone Number (include area code)

I certify that the above information is true and correct concerning the student being enrolled.

Parent/Grandparent/Guardian's Signature Date

Parent/Grandparent/Guardian's Name (Printed) Date



HOME LANGUAGE SURVEY

DATE: _____

SCHOOL DISTRICT: _____

NAME OF STUDENT: _____
Family Name First Name Middle Initial

DATE OF BIRTH: ____ / ____ / ____ PLACE OF BIRTH _____
Month Day Year

NAME OF PARENT/GUARDIAN: _____
Family Name First Name

HOME ADDRESS: _____

CITY: _____ STATE _____ ZIP CODE _____

PRIMARY PHONE: Home/Work/Cell _____

SECONDARY PHONE: Home/Work/Cell _____

For Parents/Guardians:

Please answer the following questions:

What language did your son/daughter speak when s/he first learned to talk?

What language does your son/daughter use most frequently at home?

What language do you use most frequently when communicating with your son or daughter?

What language do the adults at home most often speak?

How long has your son/daughter attended school in the United States? _____

For School District Personnel:

If the answer to any of the first four questions above is a language other than English, indicate the student's native/home language in EMIS Student Data Element (G-1270), and proceed to assess the student's English language proficiency.

TO BE COMPLETED BY SCHOOL DISTRICT PERSONNEL

INITIAL ENGLISH LANGUAGE ASSESSMENT

Communication Skill

Proficiency Level

Listening	__Pre-functional	__Beginning	__Intermediate	__Advanced	__Proficient
Speaking	__Pre-functional	__Beginning	__Intermediate	__Advanced	__Proficient
Reading	__Pre-functional	__Beginning	__Intermediate	__Advanced	__Proficient
Writing	__Pre-functional	__Beginning	__Intermediate	__Advanced	__Proficient
Comprehension*	__Pre-functional	__Beginning	__Intermediate	__Advanced	__Proficient
Composite**	__Pre-functional	__Beginning	__Intermediate	__Advanced	__Proficient

* The Comprehension level is derived from Listening and Reading.

** The Composite level is derived from Listening, Speaking, Reading, Writing and Comprehension.

Assessment instrument(s) used: _____

Student is LEP? Yes No

Indicate the student's status as LEP or not LEP in EMIS Student Data Element (G1230)

If student has been in U.S. schools for less than three (3) years, is the student eligible for extended accommodations for statewide academic assessment? _____Yes _____No

Signature of District Personnel



**WAPAKONETA CITY SCHOOLS
PARENTAL CONSENT FOR RECORD RELEASE**

Name of Student _____

Birthdate _____

Grade _____

School last attended (K-12) _____

School District _____

School's address _____

City _____

State _____

Zip _____

School's Telephone _____

Fax _____

To: School Administrator

You are authorized to release all appropriate school records to:

Wapakoneta High School
Attn: Guidance Dept
1 W Redskin Trl
Wapakoneta OH 45895
419.739.5201 (Phone)
419.739.5305 (Fax)

Wapakoneta Jr. High School
Attn: Guidance Dept
1 W Redskin Trl
Wapakoneta OH 45895
419.739.5201 (Phone)
419.739.5305 (Fax)

Wapakoneta Middle School
Attn: Guidance Dept
400 W Harrison St
Wapakoneta OH 45895
419.739.5100 (Phone)
419.739.5165 (Fax)

Wapakoneta Elementary School
Attn: School Secretary
900 N Blackhoof St
Wapakoneta OH 45895
419.739.5000 (Phone)
419.739.5051 (Fax)

Cridersville Elementary School
Attn: School Secretary
501 Reichelderfer Rd
Cridersville OH 45806
419.645.3000 (Phone)
419.645.3003 (Fax)

Specific records/data to be released:

- Attendance records
 - Birth Certificate
 - Custody/court placement documentation
 - Date of withdrawal or leaving
 - Health & immunization records
 - Individualized Education Program (IEP)
 - Multifactorial Evaluations/Psychological Evaluations
 - Social Security card
 - Standardized test scores (include proficiency/OGT/Achievement test results with scaled scores)
 - Transcript of grades and credits earned
- (Please include grades to actual date of withdrawal and an interpretation of your grading system.)

Signature of Parent _____

Date

Printed Name of Parent _____

This form should be on pink paper.
OFFICE STAFF: SEND TO SCHOOL NURSE

CONFIDENTIAL AND PRIVILEGED

STUDENT HEALTH HISTORY FORM
WAPAKONETA CITY SCHOOLS

Grade _____

Today's Date: ____ / ____ / ____

This information is needed in order to plan adequately to meet the needs of your child.

Child's Name _____
Last First Middle

Birth Date: ____ / ____ / ____ Male Female

Child's Health History (Please check any of the following that pertain to your child):

- | | | |
|---|--|--|
| <input type="checkbox"/> Heart problems | <input type="checkbox"/> Sore throat (over 3 a year) | <input type="checkbox"/> Cerebral palsy |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Nosebleeds | <input type="checkbox"/> PKU |
| <input type="checkbox"/> Hyperactivity | <input type="checkbox"/> Dental Problems | <input type="checkbox"/> Spina bifida |
| <input type="checkbox"/> Convulsions | <input type="checkbox"/> Skin Condition | <input type="checkbox"/> Cystic fibrosis |
| <input type="checkbox"/> Eye problems | <input type="checkbox"/> Urinary frequency | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Earaches (over 3 a year) | <input type="checkbox"/> Diabetes | |

If any problems are checked above, please explain: _____

Has your child had chicken pox? Please list approximate month and year _____

Does your child have allergies? No Yes
Environmental _____
Medicine _____
Foods _____

Does anyone in your family have hepatitis or tuberculosis? No Yes

Please check if your child wears: Glasses Hearing Aid Braces
 Artificial Limb Other _____

Has your child ever been hospitalized? Why and Date(s): _____

Has your child ever had surgery? No Yes Type & Date(s): _____

Does your child take any prescribed medication(s)? No Yes If yes, please explain _____

Was your child born prematurely or were there any complications during pregnancy or delivery that may affect the child at school?

No Yes (If yes, please explain) _____

If there are any special health considerations the school should be aware of concerning your child, please explain:

Person giving above information: _____

Name

Relationship to child

WAPAKONETA CITY SCHOOLS TRANSPORTATION INFORMATION

Transportation Department
 3 N Pine St
 Wapakoneta, OH 45895



Phone: 419-739-2912
 Fax: 419-739-2927

Completed by: _____ Today's Date: _____ Effective Date: _____

STUDENT INFORMATION	<p>_____</p> <p style="text-align: center;">Student Name (First and Last)</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Street Address City Zip Code </p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Home Phone Cell Phone </p> <p>*School student will attend:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Wapakoneta Elementary School</td> <td style="width: 50%;"><input type="checkbox"/> Wapakoneta Middle School</td> </tr> <tr> <td><input type="checkbox"/> Cridersville Elementary School</td> <td><input type="checkbox"/> Wapakoneta High School</td> </tr> </table>	<input type="checkbox"/> Wapakoneta Elementary School	<input type="checkbox"/> Wapakoneta Middle School	<input type="checkbox"/> Cridersville Elementary School	<input type="checkbox"/> Wapakoneta High School
<input type="checkbox"/> Wapakoneta Elementary School	<input type="checkbox"/> Wapakoneta Middle School				
<input type="checkbox"/> Cridersville Elementary School	<input type="checkbox"/> Wapakoneta High School				

MORNING ROUTE	<p>Where will student be picked up each morning?</p> <p>_____</p> <p style="text-align: center;">Address (List only one location: home / babysitter / daycare / walker / parent transport)</p>
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AFTERNOON ROUTE	<p>What will be the student's permanent drop off location? <small>(Stops other than the student's home bus stop must be an established route.)</small></p> <p>_____</p> <p style="text-align: center;">Address (List only one location: home / babysitter / daycare / walker / parent transport)</p> <p style="text-align: center;">Circle days of the week for the above location:</p> <p style="text-align: center;">MON-FRI MON TUES WED THUR FRI</p> <p>What will be the student's alternate location on remaining days? <small>(Complete this section if there are different days of the week that your child will have an ALTERNATE drop-off location different from above. All bus drop-off locations must be an established district bus route in order to be approved.)</small></p> <p>_____</p> <p style="text-align: center;">Address (List only one location: home / babysitter / daycare / walker / parent transport)</p> <p style="text-align: center;">Circle days of the week for the above location:</p> <p style="text-align: center;">MON-FRI MON TUES WED THUR FRI</p>
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BABYSITTER INFORMATION	<p>_____</p> <p style="text-align: center;">Babysitter's Name (First and Last)</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Street Address City Zip Code </p> <p>_____</p>
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***Your child's school of attendance is determined by your home address, not the sitter's.**
IMPORTANT: Copies of this page must be sent to Transportation Supervisor, bus driver(s), and (elementary) teacher.



ADMINISTRATIVE GUIDELINE
EFFECTIVE 2011/2012 SCHOOL YEAR
WAPAKONETA CITY SCHOOLS
PARENT/GUARDIAN BUS NOTES

**Babysitter transportation requests will be accepted for grades K-7 and preschool only. Shared parenting requests will be accepted for all grades.

While the Wapakoneta Board of Education realizes that individual families' childcare needs, at times, require that students be picked up and/or delivered at or near a childcare provider's location, safety requirements necessitate that a student's pickup and delivery locations remain constant five (5) days per week. When a parent desires to have his/her child picked up or delivered at a childcare provider's location, a written request should be submitted to the District's transportation office at least two (2) working days, in advance, in order for necessary arrangements to be made and confirmed. Those stops, other than the student's home bus stop, must be on established routes.

1. These stops are expected to be the same for the entire year, although permanent changes may be made upon written notice at least two (2) working days in advance of the requested change. **Such changes will be accommodated on a space available basis.**

EXAMPLE OF THE POLICY: A parent who works on Mondays, Wednesdays, and Fridays may request to have his/her child delivered to a childcare provider. The child may be delivered to an alternate location on Tuesdays and Thursdays as long as it is in an established school route. The main location and the alternate location will need to be consistent during the school year. This is to provide comfort for the parent, child and driver, knowing the student is being delivered to a consistent location. The only acceptable modification would be the parent/guardian to pick-up the child at school.

An exception to this policy is that the parent may request to have his/her child **picked up** (not delivered) at an existing bus stop at an alternate location if requested in writing at least two (2) working days in advance. This alternate location will be expected to be consistent for the entire year and will only be accommodated on a space available basis. **(Note: Due to safety considerations, this exception will not be approved for a student's after school delivery.)**