

STUDENT REGISTRATION FORM

Documents required for **new** student enrollment: -Proof of Residency, -Proof of Utah Immunizations, -Birth Certificate, -Legal Guardianship Papers (in cases of divorce or non-parent guardianship)

School: _____ Date: _____ Has the student been enrolled in PCSD before? -Yes -No

Student's Full Legal Name: _____ **Grade:** _____
Last First Middle

Gender: -Male -Female Preferred Name/Nickname: _____ SSN (optional): _____

Date of Birth (mm/dd/yyyy): _____ **Place of Birth, if born outside of USA*:** _____

*If the student was not born in the United States, date of first U.S. school enrollment is required (mm/dd/yyyy): _____

Ethnicity and Race: The Federal Government requires that we obtain this information. **Part 1 AND Part 2 are required.** If you choose not to answer both, it will be necessary for us to use an observer identification method to complete the information.

Part 1: Is the student Hispanic or Latino? -Yes -No

Part 2: Choose **one or more** of the following races:
 American Indian* or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

*If American Indian, please indicate tribe: -Goshute -Navajo -Paiute -Northwest Band Shoshone -Ute -Other

Home/Primary Phone: _____ **Student's Phone (optional):** _____

Home Address: _____ **City:** _____ **Zip:** _____

Mailing Address: _____ **City:** _____ **Zip:** _____

To whom should mail be addressed? _____ Parent's preferred language: _____

Area/Neighborhood: _____ (call the Transportation Dept. with busing questions, 435-645-5660)

Student lives with: -Both Parents -Mother -Father -Mother/Step-Father -Father/Step-Mother -Legal Guardian

Mother's Name: _____ **Father's Name:** _____

- Daytime Phone: _____ - Daytime Phone: _____

- Cell Phone: _____ - Cell Phone: _____

- E-mail: _____ - E-mail: _____

Marital status of birth parents: -Single -Married -Separated -Divorced -Father deceased -Mother deceased

If either parent is re-married, and the step-parent may be responsible for the student, please provide their contact information:

Step-Father: _____ Step-Mother: _____

- Phone: _____ - Phone: _____

Non-Parent Legal Guardian: If student does not live with a parent, verification of official court order must be provided. Notarized statements from parents are *unacceptable*.

Guardian's Name: _____

Relationship to student: _____

Daytime Phone: _____

Cell Phone: _____

Second Parent Mailing: If the student's parents live in separate households, and the joint/non-custodial parent would like to receive school mailings, please fill in the following:

Parent's Name: _____

Mailing Address: _____

City/State/Zip: _____

Street Address (if different): _____

Is the student the child of active-duty military parent(s)? -Yes -No Does the student have refugee status? -Yes -No

Last School Attended (name, city/state): _____

Has the student received any of these services: -IEP/Special Education/Resource -504 -ELL -Gifted/Talented

Has the student been suspended or expelled from any school in the last 12 months? -Yes -No

Has the student ever skipped or repeated a grade? -Skipped grade level _____ -Repeated grade level _____

Emergency Contacts: Schools will always try to call parents first. You may have up to 3 other emergency contacts.

Contact #1: _____ Phone #: _____ Relationship: _____

Contact #2: _____ Phone #: _____ Relationship: _____

Contact #3: _____ Phone #: _____ Relationship: _____

Other responsible persons who are authorized to pick up the student from school (name, relationship, phone number):

Guardianship Status: Mark the statement below which best describes your relationship to the student whom you wish to enroll at this school. Required documentation must be provided before the student can be enrolled.

1. ____ I am a parent of this child (by birth or legally adopted) and this child lives with both parents in one household.
2. ____ I am a parent of this child (by birth or legally adopted) and am divorced or separated from the other parent. I have been awarded either Physical Legal Custody or Joint Legal Custody through the court. To assist us in complying with court orders, you must provide us with a copy of the most recent legal court document stating that you have Physical Legal Custody or Joint Legal Custody of the child. Notarized statements are *unacceptable*.
3. ____ I am NOT a parent of this child. I am a relative or friend. Please choose one:
 - a. ____ I have been awarded Legal Guardianship of this child through the court. Verification of court order or DCFS placement must be provided. Notarized statements from parents are *unacceptable*.
 - b. ____ I do not have Legal Guardianship of this child. To file for Legal Guardianship, contact the Summit County District Court (435-336-3274) or go to <http://www.utcourts.gov/courts/juv/> (Guardianship of a Minor).
4. ____ I am a foster parent or proctor parent. Verification of court or agency placement must be provided.
5. ____ None of the above statements describe my relationship to this child. My relationship is: _____

By signing, I attest that all the information I have provided in this document is true and correct. I acknowledge that the falsification of any information may exclude my child from this school and also makes me subject to penalty of law. If there are any changes to my student's demographics, residency, or guardianship, I understand that I must notify the school in writing as soon as possible.

Parent/Legal Guardian Signature: _____ **Date:** _____

Under Utah Laws 53A-2-201 and 53A-2-202, a child is eligible to attend a public school if their custodial parent(s) or legal guardian(s) resides within the school boundaries. Exceptions may be made at the discretion of the Board of Education. Anyone requesting non-resident enrollment must contact the District Office for more information (refer to PCSD Policy 10010 Student Enrollment). To enroll, one of the following criteria must be met. The student seeking enrollment: (1) Resides with their custodial parent(s) or legal guardian(s) whose *primary residence* falls within the boundaries of the Park City School District; (2) Is under the custody and supervision of a Utah state agency; (3) Is under the supervision of a private or public agency which is in compliance with and is authorized to provide child placement services by the state; or (4) Is married or has been determined to be an emancipated minor by a court of law or by a state administrative agency authorized to make that determination. If information becomes available that an enrolled student does not meet any of the criteria listed above and cannot furnish the necessary documentation of residency, that student will not be considered a legal resident of the district and enrollment will be terminated. A separate registration form and subsequent documentation must be completed for each child you are registering.