147 Bearhead Canyon Road P.O. Box 669 Jemez Pueblo, NM 87024

Voice: (575) 834-0443 FAX: (575) 834-0449

Located on the Jemez Pueblo Indian Reservation



"Think Globally, Create Locally"

#### Parents/Guardians:

#### Welcome to the 2021-2022 school year!

We are happy to have your student at the Walatowa High Charter School.

Please fill out the enclosed enrollment forms. These forms are needed every year with updated information. It is very important to have your contact information; therefore, if your contact information changes throughout the year, please contact the school.

Along with the enrollment forms, the following documents are needed:

#### **New Students:**

- State Birth Certificate
- Social Security Card
- Certificate of Indian Blood (CIB), if applicable.
- Immunization Records
- If a transfer student, transcripts from previous school.

### **Returning Students:**

- Immunization Records

If you have any questions, please feel free to contact the school at #575-834-0443.

We look forward to having a great school year!

Thank you,

Walatowa High Charter School

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### **Enrollment Form 2020-2021**

Enrollment Form 2020-2021	OFFICE USE ONLY: Student ID #
Student Name: DOB:	
Gender: □Female □Male Place of Birth:	
Mailing Address:	
Physical Address:	
Social Security No.:	
Grade Entering: Last School Attended:	
Ethnicity: (Hispanic) □Yes □ No	
Race: □Caucasian □Black or African American □Native Hawaiian	n/Other Pacific Islander
— · · — · · · - · · · · · · · · · · · ·	

Gender: □ Female □ Male Place of Birth:
Mailing Address:
Physical Address:
Social Security No.:
Grade Entering: Last School Attended:
Ethnicity: (Hispanic)
Race: □Caucasian □Black or African American □Native Hawaiian/Other Pacific Isla
□ Asian □ American Indian/Alaskan Native: Census No.:
Parent/Guardian Information:
Mother/Guardian Name:
Address:
Home Phone: Cell Phone:
Email Address:
Occupation:
Language(s) spoken at home:
Marital Status:
Father/Guardian Name:
Address:
Home Phone: Cell Phone:
Email Address:
Occupation:
Language(s) spoken at home:
Marital Status:
Who does the child live with?
Mother/Guardian Signature: Date:
Father/Guardian Signature: Date:

# Walatowa High Charter School Emergency Contact Information (One for each student)

1. Student Name:	Grade:	Telephone Number:
Mother's Information:		
Name:	Address:	
Home Number:	Cell Numbe	r:
Place of Employment:		
Place of Employment: Work Number:	Ext	
Father's Information:		
Name:	Address:	
Home Number:	Cell Numbe	r:
Place of Employment:		
Work Number:	Ext	
Healthcare Provider Name:Phone Number:		
	an be reached. Please notify	sume responsibility for your child in case y these persons of these arrangements. In tify the school.
1. Name:	Home Phone:	Work Phone:
Dolation to the atrident:		
2. Name:	Home Phone:	Work Phone:
Relation to the student:		_
Signature of Parent/Guardian:		Date:

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### **Student Pick-Up Authorization Form**

(This authorization is effective for the school year 2021-2022)

School Year:		
Student Name:		
Grade:		
Date of Birth:		
above from school to take to	clinic, home, appt., e e ones listed below.	people permission to pick up my child listed to. <i>I realize</i> that my child will not be released <i>f understand</i> that <b>No additions</b> to this list are undersigned parent).
l		2.
Felephone:		Telephone:
relephone: Relationship to child:		2. Telephone: Relationship to child:
3		4
Гelephone:		Telephone:
B	<u></u>	4. Telephone: Relationship to child:
5.		6
	·····	6Telephone:
Telephone:		Telephone:Relationship to child:
Signature of Parent or Lega	al Guardian:	
Signed:		Date:
Address:		
Гelephone: Home	Work	Emergency

### **School Medical Form**

School:Walatowa	Charter High School	Grade: _	Birth Dat	e:	
Student's Name (Last	) First	MI		Home Phone	
Address (City)	State		Zip		
Father's Name	Work Phone	Mother's N	ame	Work Phone	
	of family Health Care Provider and Fa and you cannot be reached.	mily dentist to be calle	ed in case your child b	ecomes ill or has	
Health Care Provider/	Phone	De	entist/Phone		
	on: Please check all that apply.  mpany	caid/Salud/HMO [	School Insurance	□ No Insurance	
	of two relatives or friends who will as e notify these persons of these arrangen				
1.					
Name	Home Phone	Work Phon	е	Relationship to student	
2.					
Name	Home Phone	Work Phon	е	Relationship to student	
permission. The School The school nurse/sch Tylenol (Acetaminopher Advil (Acetaminopher Maalox/Mylanta (Ant Throat Spray/Cough I Benadryl (Allergic rea	ild may unexpectedly need medication of Nurse/School Health Assistant and pool health assistant has my permissionen) Medication to reduce pain	ertinent comfort meas	ares will be tried first.  ollowing nonprescrip YES YES YES YES YES	-	
☐ Asthma ☐ Allergies ☐ Heart Problems ☐ Long-term Medicat ☐ Other:  If, in the opinion of the parent cannot be commedical service the	ent has had or is currently under treatm  Emotional/Behavior Problems  Diabetes Migraines Headaches ions: Please List:  e principal/school nurse or school heale ontacted for consent, the parents hereby e above student. Nothing in this section d faith, attempts to comply with this sec	☐ Hepatitis ☐ Seizures ☐ Tetanus Sh ☐ Hospitalize th assistant, service inv y authorize school auth shall be construed to	☐ Infecti ☐ Ear/Ho ot (Last Date: d for serious illness,	or treatment is required and cal service for or transport y school official or school	
emergency care.  Signature of Parent or	Guardian:		Date:		

Note: Parents are responsible for notifying the school about any changes of information contained on this card.

FOR DISTRICT USE ONLY	District:		School:			
NEW MEXICO PUBLI LANGUAGE USAGE S ~for parent or guardia		JT '				
The purpose of this survey is to e	nsure that your child receives	the highest quali	ity education and se	rvices to w	hich he d	or she is
entitled. The information you provi	ide will be used only to assist t	he school in makin	ng program decisions.	. You will co	mplete t	his form
only once in your child's education						
Student's Name: Date of Birth: Grade Lo			Grade Lev	evel:		
Answer each question by marking	g either the <b>YES</b> or <b>NO</b> box.				YES	NO
1. Does the student use a language	(s) other than English with his	/her family and fri	ends?			
2. Do you use a language(s) other t	han English with the student?					
3. Does the student understand wh	ien someone communicates w	ith him/her in a la	inguage other than E	nglish?		
4. Does the student read in a langu	age(s) other than English?					
5. Does the student write in a langu	uage(s) other than English?					
6. Does the student interpret for yo	ou or anyone else in a languag	e(s) other than En	glish?			
7. If you answered YES on one or m frequently at home? Choose u		nguage(s) other tha	an English does the s	tudent use	most	
☐ American Sign Language (ASL	.) 🗆 Kere	S	□ Tiwa			
☐ Arabic	□Khm	er	☐ Tewa			
☐ Cantonese	□ Kore	□ Korean □ Towa				
☐ Diné	☐ Mes•	Mescalero Apache □ Vietnamese				
☐ French		andarin 🔲 Zuni				
□ Greek	□ Port	Portuguese				
☐ Hmong	□Russ	<u>-</u>				
☐ Jicarilla Apache	□ Som					
☐ Italian		Spanish				
OTHER QUESTIONS						
8. Is the student transferring from a	another state district or scho	olS	•			<u> </u>
If yes, please provide location and I						
9. Has the student received schooli	ng/education in a language(s)	other than English	n? If YES, which langu	uage(s)?		
10. In what language do you prefer	to receive communication fro	m the school?				
11. In what language would you pro	efer to communicate with sch	ool staff?				
12. Is there anything else we should	d know about how to best ser	ve your child?				
Signature of Parent or Guardian:				Date:		
Digital and the different and						

Language:

Translator:

Date:

#### For Parent/Guardians:

#### **Definitions:**

Indian means an individual who is (1) A member of an Indian Tribe or Band, as membership is defined by the Indian Tribe or Band, including any Tribe or Band terminated since 1940, and any Tribe or Band recognized by the State in which the Tribe or Band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

Student Information: Write the name of the child, date of birth, grade level, name of school and school district. Only name one child per form.

**Tribal Membership:** Write the name of the individual with the tribal membership, if it is not the child listed. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one identifier: the child, child's parent or grandparent, for whom you can provide membership information.

Write the name and address of the organization that maintains updated and accurate membership data for such Tribe or Band of Indians. The name does not need to be the official name as it appears exactly on the Department of Interior's list of federally recognized Tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the Tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. Write the enrollment number establishing the membership for the child, parent or grandparent, if readily available, or other evidence of membership.

Attestation Statement: Provide the printed name of parent/guardian and signature, address, phone number and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W238, Washington, D.C. 20202-6335

\_Date \_\_

#### ED 506 Form Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program

Parent/Guardian: This form serves as the official record of the eligibility determination for each individual child included in the student count for the Title VI Indian Education Formula Grant Program. If you choose to submit a form, your child could be counted for funding under the program. The grantee receives the grant funds based on the number of eligible forms counted during the established count period. You are not required to complete or submit this form unless you wish for your child(ren) to be included in the Indian student count. This form should be kept on file with the grant applicant and will not need to be completed every year. Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

Student Inform	nation				
Name of the Cl	nild		Date of Birth	Gr	ade level
Name of School			School District		
Tribal Membe	ership				
The individual	with Tribal membership is	s the (select only one	e): <u>O</u> child <u>O</u> child	d's parent <u>-</u>	Child's grandparent
	ıl with Tribal membership hip:			ividual (pa	rent/grandparent) with
Name <u>and</u> addr above:	ress of Tribe or Band that 1	maintains updated ar	nd accurate membersh	ip data for	the individual listed
Name		A	ddress		***
City		StateZip	Code		
Proof of memb O Memb O Other	in effect October 19, 199 ership in Tribe or Band lis pership or enrollment num evidence establishing men	Indian group that repaired above, as define the stablishing me mbership in the Trib	ed by Tribe or Band is: mbership (if readily av be listed above (describ	vailable) o	ch)
	enrollment number establed above (describe and att				dence establishing membership —
•	information provided abo		·	_	
Printed Name o	of Parent/Guardian		Signature_		
Address		City	S	tate	Zip Code

Email

Phone Number

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#### Dear Parent/Guardian:

Walatowa High Charter School is participating in a Universal Lunch and School Breakfast Program for the school year 2021-2022. If your children attend Walatowa High Charter School, breakfast and lunch will be available to them at no charge. All students enrolled at this school may participate in the breakfast and lunch program at no charge to them.

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

Meals will be served to all students at no charge regardless of the eligibility status.

If you have any questions about the program, please feel free to contact us at #575-834-0443.

Sincerely,

Dr. Arrow Wilkinson Superintendent/Principal

#### **Non-discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <a href="http://www.ascr.usda.gov/complaint\_filing\_cust.html">http://www.ascr.usda.gov/complaint\_filing\_cust.html</a>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

## INSTRUCTIONS FOR COMPLETING THE HOUSING QUESTIONNAIRE

#### Purpose of the Housing Questionnaire

All Local Education Agencies (LEAs) are required to identify students experiencing homelessness. LEAs include school districts, charter schools and BOCES. Additionally, all LEAs that receive Title I funds must ask enrolling students about their housing status. The New York State Education Department (NYSED) encourages all LEAs regardless of whether they receive Title I funds to do the same. To collect this information, LEAs may:

- 1. Use the Housing Questionnaire attached here,
- 2. Update/modify the Model Enrollment Form Housing Questionnaire to address the needs of the LEA, or
- 3. Incorporate the housing status question from the Model Enrollment Form Residency Questionnaire into the LEA's Enrollment Form or other documents already used by the LEA during the enrollment process.

If an LEA elects the third option and incorporates the housing status question into the LEA's Enrollment Form, the LEA should take steps to ensure that a student's housing status does not become a part of the student's permanent record, because of the sensitive nature of this information. Please see the section titled "Confidentiality" (below) for information about how and when housing information may be shared within the LEA.

### Who should fill out the Housing Questionnaire?

A Housing Questionnaire should be filled out for all students enrolling in school and for all students who have a change of address in grades preschool-12. "Preschool" includes any LEA administered or funded preschool program, such as a pre-k or Head Start program administered by an LEA. The Housing Questionnaire should be completed by the student's parent, person in parental relation, or in the case of an unaccompanied youth, by the student directly.

#### Confidentiality

Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student's educational needs are met. To this end, LEAs may share a student's Housing Questionnaire with LEA personnel such as:

- 1. the LEA liaison,
- 2. the registrar,
- 3. the student's teachers, and/or guidance counselor, and
- 4. the LEA staff member responsible for reporting data to SED

However, this information should only be shared with the above staff members to the extent that it will enable them to better meet the educational needs of the student in question and to fulfill reporting requirements mandated by SED.

Other than the above uses, housing information **should be kept confidential** and **should not be shared** with other LEA/school personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs are also encouraged to seek out ways of preventing Housing Questionnaires and housing information from becoming a part of a student's permanent record.

## Discussing the Housing Questionnaire with Students and Families

In reviewing the Housing Questionnaire with parents, persons in parental relation, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

- 1. The right to stay in the same school the student had been attending before losing his/her housing or the last school attended (both known as the school of origin),
- 2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally for enrollment,
- 3. Transportation services if the student continues to attend the school of origin,
- 4. Categorical eligibility for Title I services if offered in the LEA,
- 5. Categorical eligibility for free meals if offered in the LEA, and
- 6. Access to services provided with McKinney-Vento funds if available in the LEA.

The LEA should also ensure that the parent, person in parental relation, unaccompanied youth is aware that the student's housing status will kept confidential and will only be shared with those LEA staff who are responsible for providing services to the student and those responsible for keeping track of how many students are identified as living in temporary housing in the LEA.

LEAs are advised to explain to parents that if a parent claims that her/her child is living in temporary housing, and the LEA wishes to conduct an investigation to verify this information, the LEA may conduct a home visit. However LEAs cannot contact a landlord or building superintendent to verify a student's housing status without prior parental consent. Contacting a landlord or building superintendent without the parent's express prior written permission is a violation of FERPA, a federal law.

# If the Parent, Person in Parental Relation, or Unaccompanied Youth Declines to Fill Out the Housing Questionnaire

If the parent, person in parental relation, or unaccompanied youth declines to complete the Housing Questionnaire, the LEA should note on the form that the parent, person in parental relation, or unaccompanied youth declined to provide the information requested.

#### Completing the Form

If a parent, person in parental relation, or unaccompanied youth enrolling in school indicates that a student is living in one of the five temporary housing arrangements, the school may not require proof to verify where the student is living before enrolling the student. The five temporary housing arrangements are listed below:

- 1. In a shelter,
- 2. With another family or other person (sometimes referred to as "doubled-up"),
- 3. In a hotel/motel,
- 4. In a car, park, bus, train, or campsite, or
- 5. Other temporary living situation.

After the student is enrolled and attending classes, the school or LEA is permitted to verify the student's housing arrangements. However, the student must first be enrolled in school. Again, LEAs **cannot not contact a landlord or building superintendent** to verify a student's housing status. (See above for more information.)

#### **Definitions of Temporary Housing Arrangements**

"With another family or other person" (also referred to as "doubled-up")"

LEAs should be aware that students who are sharing the housing of others are eligible for services under the McKinney-Vento Act and State law, if sharing housing is due to loss of housing, economic hardship, or a similar reason.

#### "Other temporary living situation"

In addition to the four examples of temporary housing, students who lack a "fixed, adequate, <u>and</u> regular" nighttime residence are also covered as homeless under the McKinney-Vento Act and State law. This <u>may</u> include unaccompanied youth who have fled their homes or were forced to leave their homes and who do not otherwise meet the definition of "doubled-up."

"In permanent housing"

Permanent housing means that the student's living arrangements are "fixed, regular, and adequate."

#### Next Steps for LEAs with Students Living in Temporary Housing Arrangements

If the parent, person in parental relation, or unaccompanied youth indicates that a student is living in temporary housing, the LEA must complete a Designation Form. If the LEA believes additional information is needed before reaching a final decision on the student's eligibility under McKinney-Vento, enrollment should not be delayed and a Designation Form should still be filled out. For more information about determining eligibility see the National Center on Homeless Education's Determining Eligibility Brief, available at: <a href="http://nche.ed.gov/downloads/briefs/det\_elig.pdf">http://nche.ed.gov/downloads/briefs/det\_elig.pdf</a>.

If a student who is identified as homeless was last permanently housed in a different school district, the district of attendance/local district will be eligible for tuition reimbursement from SED for the cost of educating the student. School districts should complete a STAC-202 form if eligible for tuition reimbursement. For more information about STAC-202 forms contact the STAC Office at 518-474-7116 or NYS-TEACHS at 800-388-2014.

## HOUSING QUESTIONNAIRE

Name of LEA: Wala	towa High Chart	ter Scho	ol				
Name of School: Wa	alatowa High Cha	arter Sc	hool				
Name of Student:	Last			First		Middle	-
Gender: ☐ Male ☐ Female  Address:		Month	Day	Year	Grade: (preschool-12)  Phone:		_
entitled to immedi as proof of resid protected under th	ate enrollment i lency, school red le McKinney-Vo	in schoo cords, i ento Ac	ol ever mmur t may	if they alization is also be	don <sup>3</sup> t have the docurrecords, or birth cerentitled to free trans	the McKinney-Vento ments normally needer tificate. Students who portation and other se	d, such are
☐ In a shelte ☐ With anot (sometim ☐ In a hotel ☐ In a car, p	ther family or othes referred to as motel park, bus, train, on apporary living sit	ner perse "double r camps	on bec	cause of l	<u> </u>	result of economic har	dship -
Print name of Parent, Student (for unaccomp		outh)	-		re of Parent, Guardian (for unaccompanied ho		-
Date							