STUDENT:	DATE:
CHS Enrollment Checklist	
The following must be provided at the time	of registration/transfer of enrollment:
PERSONAL DOCUMENTATION Initial	
Parent/Guardian accompany studen	t to enroll at CHS , provide custody
county addressmust be in parent	nty (ex: utility bill, lease, etc with Putnam /guardian name and student must reside
at that address) TN Immunization Record (may be of a line of the court document of the court document document document of the court document	btained at the Putnam Co. Health Dept.) imentation if there's a name change)
SCHOOL DOCUMENTATION	
Initial Transcript/Report Card/WithdrawAttendance record from previous sDiscipline/conduct record from preDoes your student have any speci- if YesIs it current?Y/N	chool evious school
	7
Please check all services that app *IEP (Individual Education Plan *504 *Speech *Occupational therapy *Social Work	ly: n *Visual Impairment *IHP (Individual Health Impairment) *Hearing Impairment *Any Other
THE ENROLLMENT PROCESS MAY BE DEL	AYED IF THESE ITEMS ARE NOT PROVIDED
	above information is true and correct to my
Parent/Guardian Signature	Date



1 Cavalier Drive – Cookeville, TN 38501 Phone: 931-510-2127, Fax: 931-510-1381

9th & 10th Grade

GRADE: 9 10 11 12

(A-G) Lindsay Spain. lspain@pcsstn.com

(H-O) Judy Hadlock, jhadlock@pcsstn.com

(P-Z) Leigh Miller, leigh.miller@pcsstn.com

11th & 12th Grade

(A-L) Stephanie Hardin, shardin@pcsstn.com (M-Z) Lori Strode, strodel1@pcsstn.com

Administrative Assistants:

khoffmeyer@pcsstn.com

tonya.bryant@pcsstn.com

RELEASE OF INFORMATION

STUDENT:______ D.O.B.:_____

The a	bove named student has requested to enroll in our school. Please send the following:
1.	Official transcript
2.	Grades earned to date in all classes this school term
3.	Health immunization record
4.	Test scores
5.	Home Language Survey/ESL documents/WIDA Test scores
6.	Discipline/Attendance report
7.	Special Education records/ IEP if applicable
8.	504 Plan if applicable
9.	COPY OF BIRTH CERTIFICATE AND SOCIAL SECURITY CARD
Signa	ture of Parent or Guardian Date CHS Counselor
Last S	chool Attended:
	Address:
	Phone:
	Fax:
Has y	our student ever been in a Putnam County School? Y/Nif Y, where?

Official Use	Only				
, or	SC	H00	LΖ	ONE	

______Other housing (please explain)

PUTNAM COUNTY SCHOOLS STUDENT REGISTRATION FORM

Official Use Only	

(Please Print)

Today do Dobe	<u></u>	-heal:								c	rade:	
Today's Date:	50	chool:	IDENT :	INFOR	MATTO	N					rauc.	18,51
		310	JDENT :	INFOR	MAILU							7 м.1-
(I set Name)		(First Na	ama\		(Middle N	ame)		(Preferre	ed Name)			☐ Male ☐ Female
(Last Name)	1	(FIISL No	1		(Middle N			(Trainin	, rancj		-	
						D		D: 11 G:		14-H/	- Matal	a - Nama
Social Security Number	Date of Birth	Birth C			County	Birth	State	Birth Cour				en Name:
Physical Address:			Apt/Lot # (If applicabl				State:	Zip:	Home	Phone #	#:	
									()		
Mailing Address: ☐ Same	as above		Apt/Lot #	: City:			State:	Zip:				
			(п аррисале	-)								
Ethnicity:	nerican	Indian and Alask	ka Native I	☐ Asian	☐ Hisp	panic	☐ Nativ	ve Hawaiian/C	ther Pac	ific Island	er E	☐ White
Native Language First L	anguage Spoken	What language	e is spoken a	t home?	What lan	nguage i	s spoken i	most often?	What I	anguage i	is read	at home?
Transportation: AN	1 Bus PM Bus I	□# of Miles fron	n home	□в	us #		Car Rider	☐ Walker		SAC	☐ Da	aycare Bus
Previous School Attended				_	District:	-1-			1 9	State:		
Frevious School Attended		ME	DICAL	INFOR			I WILL		118			. 1
What special services, if a	ny did student recei		List:		rikizo							
Will student receive media		□ Yes □ No										
	□ No List:	163 14	O LIST.									
List any other medical cor	iditions.	EME	RGENCY	/ TNEC	DMATT	ON	n x II					
Who has custody of stude	ent2 🖂 Mathau 🗖 Esti				KPAIL	OIT					HINE!	
Who does student live wit				- 1								
who does student live wit	Mother — Fati	ier 🗀 bouri Pare	ents Li Othe	1.				Father				
Name:	<u>Modrier</u>			Nam	e:			Tacrici				
	<i>(</i>)	()		()		()		()	
Home phone #	Cell phone #	Work pi	hone #		Home phor	ne #	1	Cell phone	#	, N	Vork ph	one #
Employer:	cell priorie ii	Work go	NAMES -	Emp	loyer:							
Parent/Guardian Email:					nt/Guardia	n Emai	li:					
Turcing oddraidin Emaily	12	SI	BLING I			-			× 11		V 3	
Name	S	chool	Grade			ame			Scho	ol	T	Grade
THE STATE OF THE S												
				-								
				2516	CONT							
			. EMER		T				3 4	1 244 4	,	
Local Emergency Contact	(other than Parent o	r Guardian):	Relation	ship:	Home p	ohone #		Cell phone a	*	—	phone	e #
					()			()		()	
					()			()		()	
					()			()		()	
Parent/Guardian signature:					Date:	:						
Homeless Survey: WheHome/apt. owned or rIn a motelIn Other housing (plea	ented by parent/gua an automobile	stay at night rdian A camp	With re	lative or	friend (fan	nily doe te hou:	es not ha sing (i.e.	ave residenc no electrici	e) ty, runn	ing wate	In a sh er, etc. evised	

IN ORDER TO PROTECT THE SAFETY OF ALL CHS STUDENTS, PLEASE READ THIS LAW AND SIGN BELOW.

An act to amend Tennessee Code Annotated, Title 37 and Title 49, relative to juvenile offenders.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE

SECTION I Tennessee Code Annotated, Title 49, Chapter 5, Part 30, is amended by adding the following language as a new, appropriately designated section:

a student initially enrolls in a local educate suspension, expulsion, or adjudication of local education agency, the parents or guard school principal of the nature of the offendelinquent for an offense involving first aggravated rape, rape of a child, aggravated kidnapping, aggravated kidnapping, espassault, or felony reckless endangerment employees of the school having responsible such information is otherwise confidential with any other person or agency except	ing any provision of law to the contrary, when tion agency, resumes school attendance after delinquency, or changes schools within the dians of such student shall notify in writing the use, if such student has ever been adjudicated degree murder, second degree murder, rape, atted robbery, especially aggravated robbery, becially aggravated kidnapping, aggravated. Such information shall be shared only with ality for classroom instruction of the child, but I and shall not be shared by school personnel as may otherwise by required by law. This are a part of such child's student record.
SECTION 2 This act shall take effect.	July 1, 1999, the public welfare requiring it.
	FORMATION AND UNDERSTAND 5-30) AS STATED.
My child has never been convicted of	of said offenses.
My child has been convicted of offer notify the principal of said offenses in writing	nses as stated above. I understand that I musting before my child may be enrolled.
STUDENT NAME	PARENT SIGNATURE

DATE

Putnam County Schools

Home Language Survey

The state of Tennessee requires every district to collect a *Home Language Survey* for every new student. This information is used to identify the students whose families speak a language other than English at home. This form will be used to identify the students who are required to be assessed for English language proficiency using the WIDA-ACCESS Placement Test to determine services in accordance with Tennessee state legislature Rule 0520-1-3-.056.

à. 1 and 2 ii. Answers on this form do not automatically admit students into an English-learning program.

Student Information
Name of Student: Gender: Male Female
Address:
Home Telephone: Work Telephone:
School Information:
School: Grade:
Enrollment Date://20 Graduation Class: _20 Records received from sending district? Yes No
Questions for Parents/Guardians:
1. What is the first language this child learned to speak?
English Español Other
2. What language does this child speak most often outside of school?
English Español Other
3. What language do people usually speak in this child's home?
English Español Other
4. Was this child born in the United States? □ Yes □ No
If yes, in which state? If no, in what other country?
5. Has this child attended any school in the United States for any three years during their lifetime? Yes No If yes, please provide school name(s), state, and dates attended:
Name of School State Dates Attended
Name of School State Dates Attended
Name of School State Dates Attended
Parent/Legal Guardian Date
Translator/Transcriber Date
For ESL Use Only:
Date reviewed by ESL Teacher:
Yes No Does this students require ESL screening? Date Tested://20
Yes No Has this student received screening results? Date guardian notified://20
Yes No Has this sudden been classified as English Language Learner?
Student ID # Date Distributed://20 Date Received://20

Processed by:



Student State ID:



Tennessee Parent Occupational Survey

In order to better serve your child, our school district wants to identify students who may qualify to receive additional educational services, such as tutoring, school supplies, free or reduced-price lunch, summer camps, and other services. The information provided below will be kept confidential. Please answer the following questions and return this form to your child's school.

Today's Date Par	ent/Guardian First & Last Name	
Student First Name	Student Last Name	•
School Name		Student Grade
1. Have you or an immediate family in any part of the United States, in t	member performed any of the jobs lis he past three years?	ted below temporarily or seasonally,
□ No		
☐ Yes. Check all that apply and list	st the total number of months worked	:
☐ Agriculture/Field Work (planting,	☐ Processing & Packaging (fruit,	☐ Dairy/Cattle Raising
picking, sorting crops; soil preparation; irrigation; fumigation)	vegetables, chicken, eggs, pork, beef)	(feeding, milking, rounding up)
Total Months Worked:	Total Months Worked:	Total Months Worked:
□ Nursery/Greenhouse (planting,	☐ Forestry (soil preparation, planting,	☐ Commercial Fishing & Processing
potting, pruning, watering, harvesting)	cutting trees; landscaping not included)	(catching, sorting, packing, transporting)
Total Months Worked:	Total Months Worked:	Total Months Worked:
2. In the past three years, has your f	amily moved to another state, city, sch	nool district, and/or county?
□ No		
☐ Yes. How long have you resided		
Years	Months	Weeks
If you answered "Yes" to questions	1 and 2, please complete the informati	on below.
Home Street Address		Apt #
City	State	Zip Code
Telephone Number	Best Day of Week & Time of	of Day to Call
For School Use Only: Please send survey with to	wo YES responses to your district migrant liaison. If	you have questions, call (931) 212-9539 to speak

District ID:

Enrollment Date:

Putnam County Schools Coordinated School Health Medical Information Form



Student Name:			DOB:	Grade:
School:		Homeroom Teacher		
Parent/Legal Guardian:				
Home #:	Work #:		Cell #:	
Please list any medical condition (diabetes, asthma, seizures				she is at school
Food Allergies:				
Medication Allergies:				
Please list any medication(s	s) your child will rece	eive at school on a re	egular basis (Epi-pens	Insulin, inhalers, etc):
Medication Name:	Dose/Ar	mount to be given:	Route to be given:	Time of Day to be given:
	d injury? YES NO	If yes, did your child	d become dazed or los	se consciousness? YES NO
Please list in order from firs become sick at school. We				acted should your child
Name	Relationship	Home Phone	Work Phor	ne Cell Phone
updated/current form if any needs while at school.	changes occur. I au	thorize the School N	lurse to provide care to	
Parent/Guardian Signature: Parent/Guardian Signature	gives PCSS permiss	sion to disclose and	receive medical inform	nation on this student
Date Received	Received I	by:		(Clinic Nurse Signature)



PUTNAM COUNTY SCHOOL SYSTEM

Dear Parent/Guardian,

In accordance with state law TCA 49-6-1404, Coordinated School Health will be conducting school health screenings for all students in grades K, 2, 4, 6, 8 and High School Wellness Classes. Pre-K screenings will include vision and hearing only. When a health concern is identified early through a regular school health screening, steps can be taken to access needed health care so that health and academic issues do not develop into serious problems.

Protecting the confidentiality of student health information is a priority for your child. Your child will not be given any results of his or her screening the day of the screening. If you would like a copy of the results please contact the school nurse. It is the parent/guardian's decision to share the information with the student.

Please keep in mind health screenings are only a tool since there can be valid reasons a child scores outside the recommended range. Screenings simply provide a piece of information for the parent/guardian to gain awareness of the general health status of their child. We recommend any questions and concerns be addressed with your family physician.

If you **DO** want your child to receive these screenings at school please complete this form and return it to your child's school. If you choose to have your child complete some of the screenings and not others, please check which screenings you **DO** want your child to complete. Students will not be screened if this form is not received at the school.

Office of Coordinated School Health 931-525-4707

NOTE: Changed to check which screenings you WANT your child to have. If none are checked no screenings will be performed even if the form is signed.

I DO want my child to be screened for one or more of the following (checkbelow):	ck one or more of the items
BMI Blood Pressure Vision Hearing	
Child's Name:	Grade:
Parent/Guardian Signature	Date



SISTEMA ESCOLAR DEL CONDADO PUTNAM

Estimado Padre/Tutor,

De acuerdo con la ley estatal TCA 49-6-1404, la salud coordinada de la escuela llevará a cabo exámenes de salud escolar para todos los estudiantes en las clases de K, 2, 4, 6, 8 grados y las clases de Bienestar de la High School. Los exámenes de Pre-K incluirán solamente visión y audición. Cuando un problema de salud se identifica temprano a través de un examen regular de salud escolar, medidas pueden ser tomadas para acceder a la atención médica necesaria para que las cuestiones de salud y académicas no se desarrollen en problemas serios.

Proteger la confidencialidad de la información de salud del estudiante es una prioridad para su hijo. A su hijo no se le dará ningún resultado de su examen el día de la examinación. Si desea una copia de los resultados, comuníquese con la enfermera de la escuela. Es la decisión del padre/tutor de compartir la información con el estudiante.

Tenga en cuenta que los exámenes de salud son solo una herramienta, ya que puede haber razones válidas para que un niño anote fuera del rango recomendado. Los exámenes simplemente proporcionan un poco de información para que el padre/tutor obtenga conciencia del estado general de la salud de su hijo. Recomendamos que cualquier pregunta y preocupación se hablen con su médico.

Si usted desea que su niño reciba estas exámenes en la escuela, por favor complete este formulario y devuélvelo a la escuela de su niño. Si decide que su hijo complete algunos de los exámenes y no otros, por favor verifique qué exámenes **DESEA** que su hijo complete. **Los estudiantes no serán** examinados si este formulario no es recibido en la escuela.

Oficina de la Salud Coordinada Escolar 931-525-4707

NOTA: Cambiar para marcar qué exámenes DESEA que su hijo tenga. Si no marca ninguno, no se harán los exámenes aunque firmen el formulario.

cosas debajo):	ue uno o mas de las
IMC Presión Arterial Visión Audición	
Nombre del Niño:	Grado:
Firma del Padre/Tutor	Fecha
	entinintin(i=1t)==1t)==============================

1400 East Spring Street • Cookeville, Tennessee 38506 • Oficina (931) 525-4707 • Director / Fax del Consejo (931) 528-6942 • www.pcsstn.com

Putnam County Schools System Coordinated School Health Parent Information

If your child has a medical condition that might require special action or attention, please contact the Coordinated School Health Office at 525-4707. Examples would be diabetes, asthma, and severe allergies with the need for an epi-pen, seizures, or others. We will assist you in the communication of those special needs and the appropriate responses at school and on the bus through an Individual Health Plan (IHP).

This is intended to serve as informational guidelines in the prevention of the spread of communicable diseases in the schools. Please refer to the guidelines throughout the school year.

STUDENTS HAVING ANY OF THE FOLLOWING SIGNS AND/OR SYMPTOMS SHOULD NOT ATTEND SCHOOL FOR THE INDICATED PERIOD OF TIME:

- Active vomiting Students should not return to school for 24 hours after the last episode or until released by a medical provider to return to school. Students that have a diagnosed condition (reflux, etc.), that the school has documentation for, will be considered for an absence waiver on a case by case basis.
- Active diarrhea Students should not return to school for 24 hours after the last episode or until released by a medical provider to return to school. Students that have a diagnosed condition (IBS, Crohns, etc.), that the school has documentation for, will be considered for an absence waiver on a case by case basis.
- Fever greater than 100.0 F Students should not return to school until temperature is below 99.1 F for 24 hours WITHOUT use of fever reducing medication (Acetaminophen, Ibuprofen, Aspirin) or until released by a medical provider.
- Skin rashes Any new rash OR a rash that has increased in size OR a rash, sore or wound that is draining OR a rash that develops new sores daily Student should not return to school until rash is resolved or no longer draining or increasing in size or amount OR until diagnosed and cleared by a medical provider
- Concerning cough Students with a persistent cough or cough illness that produces sputum or interferes
 with active participation in school activities should not return to school until 24 hours after the cough has
 resolved OR diagnosed and cleared by a medical provider.
- Pertussis Students diagnosed with pertussis (whooping cough) should not return to school until
 completion of a 5 day course of antibiotics or until cleared by a medical provider.
- Concerning eye symptoms Students with colored drainage from eye(s) OR unexplained redness of eye(s) OR eye irritation accompanied by vision changes OR eye irritation, redness, swelling or excessive tearing should not return to school until cleared by a medical provider and have received 24 hours of indicated treatment.
- Complaints of earache, severe stomach ache, sore throat or severe headache Students should not return to school for 24 hours.
- Red throat, swollen glands around jaw, ears or neck Students should not return to school for 24 hours or until cleared by a medical provider. If test positive for Strep must not return to school until they have taken a full 24 hours of antibiotics.
- Purulent (green, yellow, thick or unusual) nasal drainage Students should not return to school for 24
 hours or until cleared by a medical provider.
- Head or Body Lice must be treated with appropriate medication and proof submitted to the nurse before returning to school.

Medication

We want to encourage you to **NOT** send medications to be administered at school. Please consider alternative dosage schedules to minimize medication in the school. Medications such as antibiotics, that are administered three times a day (TID) should be given outside of school hours at home and can be given when the student wakes up, when the student returns from school, and when the student goes to bed. If it is necessary for the student to have medication at school, there are specific guidelines we must follow to comply with the state laws and regulations.

Students required to take prescription medication must have an *Authorization for Administration of Medications* form completed and on file. This form is available from the school nurse or the office and MUST BE COMPLETED when medication is delivered to the clinic or principal's office by the parent or guardian of the student. (Students do not complete the form nor transport medication to school).

No school official or teacher will dispense medication to students except in unique situations in which a child's health or safety is dependent upon medical aid. The school **DOES NOT** provide any medication for the students. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the nurse, principal or designee will administer the medication in compliance with following regulations:

- The medication must be delivered to and signed in to the clinic or principal's office in person by the parent or guardian of the student.
- All prescription medications must be brought to school in the original container labeled by the pharmacy to include the following information:

Name of the student

Prescription number

Name of medication and dosage

Administration route or other directions

Date filled

Date expires

Licensed prescriber's name

Pharmacy name, address and phone number

- Certain prescription medicine that must be maintained by the student for emergency use (i.e. inhaler, epi-pen, diabetic supplies) requires additional steps and documentation to be completed with the nurse.
 Authorization for self-carry medication can be revoked at any time if the student does not comply with the requirements.
- All non-prescription medication must be brought to school in the manufacturer's new, unopened container with ingredients listed and the child's name affixed to the container. The medication will be administered in accordance with label directions or written instructions from the student's physician. Medication cannot be accepted in an opened container or in a zip-lock bag (including cough drops).
- The parent or guardian is responsible for informing the nurse or principal of any changes in the student's health or medication.

- A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medicine.
- The parent or guardian is responsible for picking up any remaining or unused medication at the end of
 each school year. Medication CANNOT be kept over the summer at school. Any medication not picked up
 at the end of the school year will be destroyed.

ANY MEDICATION (INCLUDING COUGH DROPS) SENT TO SCHOOL IN A ZIP-LOCK BAG WILL NOT BE GIVEN. YOU WILL BE CALLED TO PICK UP THE MEDICATION.

ANY STUDENT POSSESSING, SELLING, GIVING, SHARING OR MISREPRESENTING ANY MEDICATION IN ANY FORM INCLUDING, BUT NOT LIMITED TO OVER-THE-COUNTER MEDICATION OR HEALTH AIDS (SUCH AS VITAMINS) WILL BE SUBJECT TO DISCIPLINE.

Cookeville High School Permission to Use Photo-General Use

I hereby grant permission for Cookeville High School to reproduce my child's likeness photographically or electronically and use such reproductions without limitation or reservations. These photos may be used at any time in various publications or communications, including brochures, annual reports, newsletter, newspapers, electronic billboards, website, and other displays that illustrate the services, academics, and awards provided through Cookeville High School.

binds me.

Student's Name:_______Grade:_____

Parent's Name (Please Print)______

Parent's Signature______

Date:_____

I understand I will receive no compensation and that this permission

Terms and Conditions for Internet and Technology Use (grade 9-12) Acceptable Use Policy for Putnam County Schools

educational and working environments, accessibility and appropriate training in the use of technology and technological skills developed by students. information. We believe in its instructional value as a source of information and in the value of the the Internet is a logical expansion of educational resources allowing students and teachers access to we, in Putnam County Schools, believe that in order for our children to be competitive in both the through funding a statewide project, making it available at every school. As we move into the 21st Century The State of Tennessee demonstrated its endorsement of the use of the Internet as an educational resource

policies of the school district. possibility that some users may access material not consistent with the educational mission, goals and activity. Direct supervision is required. The Putnam County School District, however, cannot prevent the The use of technology will be available only under teacher direction and monitored as any other classroom

and our systems technology entails responsibilities for the student including: In keeping with our philosophy that access to the Internet is a privilege, not a right, access to the Internet

- *I will access websites approved by the teacher, librarian or adult in charge.
- *I will not interfere with another's work or tamper with the performance of the equipment or the network
- *I will not use technology to defraud or obtain money, property or other things of value by false pretenses, promises or representatives.
- *I will not use Putnam County's technology for commercial or political activity
- *I will not plagiarize
- *I will not install unauthorized software
- may be defamatory, inaccurate, offensive, abusive, obscene or threatening. *I will not use technology to access or publish inappropriate or threatening materials, including those which
- work as directed by the teacher, principal or librarian or other adult in charge. *I will abide by the technology rules at my school and will use the technology available to me to do school
- *I will not give out names, addresses, phone numbers, or financial information in electronic communication.
- *I will abide by copyright laws.

Student Name (please print)	
Student Signature Date	
I understand that the use of computer technology in Putnam County Schools is a revocable privilege. As a condition of my child's use of the system's technology, I have discussed these terms with my child and we understand the above terms and conditions. We further understand that appropriate disciplinary actions including revoking technology privileges may be taken if my child is determined to be negligent of the terms of this agreement.	nty Schools is a revocable privilege. As a cussed these terms with my child and we and that appropriate disciplinary actions is determined to be negligent of the terms.
As the parent or guardian of this student, I have read the Terms and Conditions of this agreement. I hereby give my child permission to utilize the available technology for the purposes of accessing information and developing research and technology skills as part of his/her educational development.	nd Conditions of this agreement. I hereby e purposes of accessing information and ational development.
Parent/Guardian Name (please print)	

Parent Signature

Date

AGREEMENT OF PARENT FOR FREE TEXTBOOKS

Date

Student Grade	Student Signature	Parent/Guardian Signature	I hereby agree that I will be responsible for all free textbooks used by my child or children. I hereby further agree that I will reimburse the Putnam County Board of Education for the amount designated in the Board Policy for the replacement value of any book or books that are badly damaged, destroyed, or lost which my child or children have been issued during this scholastic year at Cookeville High School.
			ee further foard of rd Policy rhat are ld or year at

 \rightarrow

Parents/Students: Please read and sign both forms

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