



**REQUEST FOR STUDENT RECORDS**  
Please complete **ONE** form per **EACH STUDENT**

*Salida School District*

**Salida School District – The Education Community**

Name of Previous School or Agency		
Street Address		
City, State Zip Code		
Student's Information		
Last Name	First Name	Middle Name
Birth Date	Colorado ID# (SASID)	
Grade Level	Last date of attendance (approx)	
Signature of Parent/Guardian (if available): _____		
For Office Use		
<i><u>The following records are hereby requested</u></i>		
<input type="checkbox"/> Transcripts or report cards	<input type="checkbox"/> Discipline records	
<input type="checkbox"/> Test data / standardized test scores	<input type="checkbox"/> Immunization records	
<input type="checkbox"/> English Language (ELL) test score (if applicable)	<input type="checkbox"/> Health / medical records	
<input type="checkbox"/> List of courses and grades at time of withdrawal	<input type="checkbox"/> Sports physical documentation	
<input type="checkbox"/> Attendance records	<input type="checkbox"/> Psychological records	
<input type="checkbox"/> Individual Literacy Plan (ILP) if applicable	<input type="checkbox"/> Sociological records	
<input type="checkbox"/> IEP (Individual Education Plan) if applicable	<input type="checkbox"/> Copy of birth certificate	
<input type="checkbox"/> 504 Plan (if applicable)	<input type="checkbox"/> Other _____	
<u>Signature of Requesting School Representative</u>		
Signature	Title	Date
<b>PLEASE FAX TO:</b>	<b>PLEASE MAIL TO:</b>	



Salida School District

# ADDITIONAL STUDENT INFORMATION

Please complete **ONE** form for **EACH STUDENT** enrolling  
**(new students only)**

Salida School District – The Education Community

## Student Information

Last Name	First Name	Middle Name
Nickname (prefers to be called)	Date of Birth (mm/dd/yyyy)	Gender Male      Female

## Behavior/Discipline

Has this student ever:		
Dropped out of school?	YES	NO
Been expelled or been in the process of being expelled?	YES	NO
Withdrawn from school rather than be expelled?	YES	NO

## Legal Matters

Please make every effort to keep school offices informed of life situations that affect this student.

Are there any restrictions or legal issues of which Salida School District should be aware?	YES	NO
<i>(i.e. restraining order, sole custody, etc) If there are any persons who have restraining orders or are otherwise legally bound to have no contact with this student, make sure you have given the school office a copy of any and all legal documentation regarding such. In cases of divorce or separation, please make sure a copy of any and all legal documentation regarding custody of this student is given to the school office.</i>		

## Learning Needs

The information provided in this section is confidential and will be used to best meet the student's needs.

Does the student have a current IEP?	YES	NO
Has the Student ever received help through a Special Ed Program?	YES	NO
Does the student have a current 504 plan?	YES	NO
Has the student been identified for a Gifted/Talented program?	YES	NO
<i>If yes, in what area(s)? _____</i>		



Salida School District

# Home Language Questionnaire

Please complete **ONE** form per **EACH STUDENT**  
(new students only)

Salida School District – The Education Community

Our school needs to know the language(s) spoken and heard at home by each child. This information is needed in order for us to provide the best instruction possible for all students.

### Student Language Information

Last Name	First Name	Middle Name
Grade Level	Age	

What language did your child first learn to speak? \_\_\_\_\_

Please describe the language spoken by your child (check only one)

- Speaks only English
- Speaks mostly English and some of the other language
- Speaks the other language and English equally
- Speaks mostly the other language
- Speaks only the other language and no English

In what language(s) does your child write? \_\_\_\_\_

Please describe the language understood by your child (check only one)

- Understands only English
- Understands mostly English and some of the other language
- Understands the other language and English equally
- Understands mostly the other language
- Understands only the other language and no English

What language(s) does your child read? \_\_\_\_\_

### Home Language

Please check ONE to indicate the PRIMARY language spoken at home

- English
- Spanish
- Other \_\_\_\_\_

Do the adults in your home speak to each other in a language other than English daily?

- Yes
- No      If so, what is the language? \_\_\_\_\_

X \_\_\_\_\_  
Signature of Parent and/or Guardian

\_\_\_\_\_  
Date



*Salida School District*

## MEDIA RELEASE

Salida School District – The Education Community

### MEDIA RELEASE

I hereby give permission for my child to be photographed and I release the use of his/her name, photograph and/or school work in: Yearbook and/or school district publications; to mass media, such as newspapers, radios, television; and/or the Salida School District Website or any video publications by Salida School District.

I do not give permission for release of information as stated above.

**Students Name (printed):** \_\_\_\_\_

**Parent/Student Signature:** \_\_\_\_\_

**(Students, if age 18 or older, may sign on their own behalf)**



## Student Use of the Internet and Electronic Communications Policy

# Salida School District

Salida School District – The Education Community

### Student Use of the Internet and Electronic Communications

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

#### **Blocking or filtering obscene, pornographic and harmful information**

Technology that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

#### **No expectation of privacy**

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

## Unauthorized and unacceptable uses

Students shall use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

## Security

Security on district technology devices is a high priority. Students who identify a security problem while using district technology devices must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

## **Safety**

In the interest of student safety and security, the district shall educate students [Optional language: and parents] about appropriate online behavior, including cyberbullying awareness and response; and interacting on social networking sites, in chat rooms, and other forms of direct electronic communications.

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

## **Vandalism**

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

## **Unauthorized content**

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

## **Assigning student projects and monitoring student use**

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each 24 students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

## **Student use is a privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

## **School district makes no warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.





*Salida School District*

## Student Use of the Internet and Electronic Communications Policy

Please complete **ONE** form for **EACH STUDENT** enrolling  
(This is an **ANNUAL** form to be completed each school year)

Salida School District – The Education Community

### Student Information

Last Name	First Name	Middle Name	Birth Date
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### Student

I have read, understand and will abide by the district's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district technology devices including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Parent/Guardian

***If the user is under 18 years of age, a parent or guardian must also sign this Agreement.***

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release the school district from all costs, claims, damages or losses resulting from my child's use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.

\_\_\_\_\_  
Parent/Guardian's Name (Printed)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



# McKinney-Vento Referral Form

*Salida School District*

## Salida School District – The Education Community

This form is intended to address the McKinney-Vento Act which provides additional services to students if their **Residence is not Fixed, Regular and Adequate.**

**Please Note:** You do not need to complete this form if your housing situation is Fixed, Regular and Adequate. If you rent, share housing for convenience, own a house or are buying a house and do not need support services please do not complete this form.

Presently, where is/are the student(s) living? *(Please check only ONE)*

- In an Emergency or Transitional Shelter
- Doubled Up with Family or Friends due to Loss of Housing or Economic Hardship
- In a Motel\*, Car or Campsite
- Awaiting Foster Care Placement
- Other form of inadequate housing \_\_\_\_\_

\*Do not check if the parent(s) / Guardian(s) are managers or owners of the motel and living quarters are attached to motel.

The student/students: *(Check ONE)*

- Is/are in the physical custody of a parent or guardian
- Is/are NOT in the physical custody of a parent or guardian (example: living alone, with a relative who is not your legal guardian, living with other people)

### List all students to whom this housing information applies

Student Full Name	Grade	Student Full Name	Grade

### Temporary Address Information

Parent(s)/Legal Guardian(s)			
Temporary Address			
City, State, Zip			
Home Phone		Cell Phone	
How long have you lived at this temporary address or place?			

### Form Completed By

_____	_____
Name	Date

**Completion of this form does not guarantee enrollment**

**Each school reserves the right to refuse enrollment pending receipt of official transcripts, immunization records, special education records, disciplinary records, and other pertinent information from prior school(s).**

I verify that the information provided is accurate and true to the best of my knowledge. I further understand that providing false or incomplete information may delay enrollment or may result in my student's enrollment being revoked (terminated) at a later time.

**Parent/Guardian #1 Printed Name:**

\_\_\_\_\_

**Parent/Guardian #1 Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian #2 Printed Name:**

\_\_\_\_\_

**Parent/Guardian #2 Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_