

# **Kindergarten Registration Packet**

**Prior to July 1**, parents registering their child for **Kindergarten** should contact their neighborhood school to schedule an appointment. Children must be 5 years old by December 1 in order to register. All other grades must contact Central Registration. <u>If you are unsure of your neighborhood</u> <u>elementary school, click here to access our boundary maps or visit</u> <u>http://www.wappingersschools.org/domain/33</u>

Brinckerhoff Elementary School: 897-6800 ext. 10001 James. S. Evans Elementary School: 298-5240 ext. 11001 Fishkill Elementary School: 897-6780 ext. 12001 Fishkill Plains Elementary School: 227-1770 ext. 13000 Gayhead Elementary School: 227-1756 ext.14005 Myers Corners Elementary School: 298-5260 16003 Oak Grove Elementary School: 298-5280 ext. 17000 Sheafe Road Elementary School: 298-5290 ext. 18000 Vassar Road Elementary School: 463-7860 ext. 19000

**After July 1**, parents/guardians wishing to register their child/children in the Wappingers Central School District should begin the **process by calling the** *Central Registration Office* **at 25 Corporate Park Drive, PO Box 396, Hopewell Junction, NY 12533 (298-5000 x 40132) and scheduling an appointment**. Hours of operation are Mondays – Fridays from 8:00 a.m. – 3:30 p.m.

## In the Event of Inclement Weather:

If there is a school cancelation or delayed opening due to inclement weather, your appointment will automatically be canceled, and you will need to call to reschedule. Information on cancelations or delays will be announced on the following local radio stations beginning at 6:00 a.m.

WBNR - 1260 AM	WRWD – FM 107.3
WCZX – FM 97.7	WSPK – FM 104.7
WHUD – FM 100.7	WPDH – FM 101.5
WRNQ – FM 92.1	WEOK – 1390 AM
WKIP – 1450 AM	WGNY - 1200 AM

You may also get school closing/delay information on our district website: <u>www.wappingersschools.org</u> or by downloading our mobile app by clicking on <u>iTunes Store</u> or <u>Google Play</u>.



## **GUIDELINES FOR REGISTERING YOUR CHILD**

#### **Proof of Residency**

All new students seeking enrollment in the Wappingers Central School District must provide proper documentation and/or information to establish residency.

Within three (3) business days of your child's initial enrollment, your documentation and/or information will be reviewed to make a final residency decision. If a determination of non-residency is made, you will be notified in writing.

The following is documentation that may be used to establish residency (Note: This is not intended to be an exhaustive list, and the District may consider other documentation and/or information, as appropriate):

- A copy of a residential lease or proof of ownership of a home, such as a deed or a mortgage statement.
- A notarized or signed statement by a third-party landlord, owner or tenant from whom the parent(s), guardian(s) or person(s) in parental relation leases or with whom they share property within the District.
- Other forms of documentation include:
  - o Pay Stubs
  - o Federal or NYS Income Tax, W-2 or Earnings Statement
  - o Utility Bill
  - o Voter Registration Notification Card
  - o Official driver's license, learner's permit or non-driver identification
  - Documents issued by federal, state or local agencies (such as social services agency)
  - o Government-issued identification
  - o Membership document based on residency

If you are not the natural parent but have legal guardianship of the student(s), please provide us with any available relevant documents or complete custody affidavit (Click here for <u>Parent Affidavit</u>/ <u>Custodial Affidavit</u> Forms or visit <u>https://goo.gl/H4NCmC</u>.)

#### **Proof of Age**

In accordance with the NYS Education Law, the District requires documentation verifying your child's age. Acceptable documentation may include a birth certificate or record of baptism, including a certified transcript of a foreign birth certificate or record of baptism. When this information is unavailable, the

District may accept a passport, including a foreign passport, to determine the child's age. If the previously listed documentation is not available, the District may consider the following documents or recorded evidence if in existence two (2) or more years, except an affidavit of age, to determine a child's age:

- State or other government-issued identification
- School photo identification with date of birth
- Consulate identification card
- Hospital or health records
- Official driver's license
- Military dependent identification card
- Documents issued by federal, state or local agencies
- Court orders or other court-issued documents
- Native American tribal document



#### **Documentation Relating to Legal Custody and Special Circumstances**

If there are any other special circumstances such as custody agreements or orders of protection, please submit those documents to us. They will be copied and filed in the student's records. The schools cannot refuse to release a child to a parent/legal guardian unless there are court documents on file with the District to the contrary.

#### **Proof of Health Examination & Immunizations**

In accordance with the Commissioner's Regulations, students entering public school at any grade are required to have a satisfactory health examination conducted no more than 12 months before the first day of the school year in question. If an acceptable health certificate is not provided within 30 days, the District's physician will conduct the examination. The District does not require a health certificate if they or their parents object claiming a conflict with their genuine and sincere religious beliefs. This exemption request must be in writing and supporting documentation provided.

Immunization records or documentation of exemption are also required for every student entering or attending public schools in accordance with New York State Public Health Law. The Public Health Law allows for a limited period of attendance for 14 days without proof of immunization, upon a showing that the student is making a good faith effort to obtain the necessary immunizations and/or documentation verifying the immunizations. "(Note: when the child is transferring from another state or country, the 14-day period may be extended to not more than 30 days). Please refer to the next page for the schedule of immunizations required of students.

**Warning:** Any person or persons, who willfully provide false information regarding residence, may be subject to criminal penalties. A false statement regarding residence or entitlement to a tuition-free education from the Wappingers Central School District may be punishable as a Class A misdemeanor. In addition, if it is determined that a registrant's child resides outside of the Wappingers Central School District, the District may take legal action to collect tuition charges. The tuition of \$9,495.00 (Regular Ed. K-6); \$10,324.00 (Regular Ed. 7-12); \$35,090.00 (Special Ed. K-6); \$35,919.00 (Special Ed. 7-12) per child per year if the student is not legally entitled to receive a tuition-free education from the District. The District reserves the right to investigate any student's residency by any legal means available including, but not limited to public records, site visits, and other lawful methods of investigation.

Signature of Witness (WCSD)

For Office Use Only: Please Return Form to Main Office Student Cumulative Folder

Parent/Guardian Signature & Date

Signature of parent/guardian will confirm that they have read and understand the residency policy of the Wappingers Central School District and the consequences they might incur if false information is wrongfully provided.



## **Registration Data Sheet**

(Shaded areas to be completed by WCSD Personnel)

Student's Last Name F	ïrst Mide	dle		Student ID #	Yr. Grad	l.	Building	HR	Entry Date	New OR Repeat
Student's Street Address House No. (Lot)	Apt. No.	City		State Zip Code						
Mailing Address (If Differe	nt) Street	Apt. No.		City				State	Zip Code	
Gender Proof of Ag	e (Birth Certificate or C	Other)		Home Phone #						
Birth Date C	ountry			City		Stat	e/Province	Zip		
School Name		Grade	Teacher							
Parent/Guardian Name				Parent/Guardian	Address – I	f different th	an child	Eme	ergency Phone #	
Parent/Guardian Occupation	1	Place Of Emplo	oyment			Work Ph	one # 1	Cell	Phone #	
Parent /Guardian Email Add	iress:									
Additional Parent/Guardian	Name			Additional Parent	/Guardian A	Address – If	different than child	d Eme	ergency Phone #	
Additional Parent/Guardian	Occupation	Place Of Emplo	oyment	I		Work Pho	ne # 1	Cell	Phone #	
Additional Parent/Guardian	Email Address:									
Child Living with Biologica	l/Natural Parents	Language Spok	en at Home			Language	of Student			
Custody Clarified What Are Your Living Ar	Limited Release		O T H E R Social Service Form DSS – 2999 Completed; Agency Foster Child Report Completed Designation for Homeless Child Form Completed Migrant Exchange Student Verification of Legal Residency						nicity: Hispanic Non-Hispanic :e: White Black Asian American Indian/	Alaskan Native
Schools Previously Attend	ed		City, Sta	ite, Country				Dates	Native Hawaiian/I S	Pacific Islander Grade (s)
Previously Retained □ Yes □ No	If yes, what grade(s)	)? If Prev	viously Attended	l School in Wappin	gers Centr	al School D	strict, What Scho	ol and Wh	en Attended?	I
Comments										
ANY MEDICAL CONDIT	TION OF WHICH TH	E HEALTH OF	FICE SHOULD	BE AWARE	□ YI	S □	NO			
	Birth Date School		Grade	Name		Birth Date	School			Grade
Signatures:										
Administrator			Parent	(Signature indicates	you are aw	are that a g	eneral screening of	f all new stu	dents is required i	n NYS)
Counselor REV.17/18			Student							

Kindergarten Registration Packet 2021

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## **Department of Special Education and Student Services** (845) 298-5000 ext. 40132 Fax (845) 897-2482

# **Temporary Residence REFERRAL (McKinney-Vento Program)**

All parents/guardians must sign the form to indicate they have read the form. Students in temporary housing conditions may be eligible for additional school supports. Eligibility can be determined by completing the information below. Additional information may be needed.

Parent Name: \_\_\_\_\_\_Signature: \_\_\_\_\_

## Currently are you and/or your children in any of the following housing situations? Quere Yes No

If you checked *Yes* above, please indicate your housing situation below.

□ Shelter □ Hotel/Motel □Unsheltered, in a car or campsite □Awaiting foster care □ Child NOT living with parent or guardian □Temporarily living with another family or others

Current Address:

Address prior to temporary housing.

Transportation required? 
Ves 
No Date of housing change.

Reason for current living situation:

Previous School and District:

Name of Child and School ID	Date of Birth	M/F	Grade	School Attending in WCSD

Parent/Guardian Name	Signature (if done in person)	Date
Address if different from above:		
Name of person completing the form		
Date Completed:		
1 1 0	- Office Use Only	

Office use Only					
Please fax form to Richard Zipp at: 897-2482 for appro	val.	. Contact Laura Brundage: 298-5240 x11020 with questions.			
APPROVED BY:	Info	rmed Transportation: □ Yes	<i>Sent to schools above:</i> □ Yes		



# **IMMUNIZATIONS**

New York State Law Section 2164 requires these immunizations for admission to school K-12 (Born on or after 1/1/2005)

New York State Law requires immunizations for all students against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis B, and Varicella. Meningococcal meningitis for grades 7 and 12. Have your family physician complete the information on page 7 in this packet. Please bring the completed page 7 with you at the time of registration.

Exemption to the immunization law is allowed for medical reasons. Medical exemption must be certified in writing by your physician. You will be notified in writing of the outcome of this request.

The mandate requires you to comply with the law since schools are bound to refuse admission to your child if the records of immunization are not available.

Immunization	Number of Doses		
Polio	3-4 doses and the last dose must be given after age 4 years prior to Kindergarten		
Hepatitis B	3 doses at specific intervals*		
Diphtheria/Pertussis/Tetanus	4-5 doses and the last dose must be given after age 4 years prior to Kindergarten		
Measles/Mumps/Rubella	2 doses received prior Kindergarten		
	Students 11 years or older entering Grades 6 through 12 are required to have one dose of		
Tdap	Tdap. Students who are 10 years old in Grade 6 and who have not received a Tdap vaccine		
	may enter but must receive the vaccine when they turn 11 years old.		
Varicella	2 doses for incoming Kindergarteners, and Grades 7, 8, 9 and 10.		
Maningagagal	1st dose required prior to admission into Grades 7 and 8 and 2nd dose required prior to		
Meningococcal	entrance to Grade 12. 2nd dose not required if 1st dose was given at age 16 or older.		

\*Hepatitis B doses must be given with 4 weeks between 1<sup>st</sup> and 2<sup>nd</sup> doses, 8 weeks in between 2<sup>nd</sup> and 3<sup>rd</sup> doses, 16 weeks between 1<sup>st</sup> and 3<sup>rd</sup> dose.

#### PROOF OF IMMUNIZATION SHOULD BE PRESENTED AT REGISTRATION.

Proof of immunization must be any of 1 of the 3 items listed below:

- An immunization certificate signed by your health care provider
- Immunization Registry report (NYSIIS or CIR from NYC) from your health care provider or your county health department
- A blood test (titer) lab report that proves your child is immune to the diseases
- For varicella (chickenpox), a note from your health care provider which says your child had the disease is also acceptable.



	SCHOOL	Date
	IMMUNIZATION REPORT	
Student's Name		DOB
Dear Doctor:		
Please record all immuni	izations to date:	
	345 DT.B	
Tdap 1	235	
POLIO 1	2 3 4 5	
MMR 1	2	
	3	
VARICELLA 1	2	
Meningococcal 1		
HEPATITIS A 1		
HIB 1	34	
	34	
	PPD	
Lead Screening	Date	
MD Signature		
Madical Ecomoticas		

#### Medical Exemption:

A physician's statement to the effect that immunization against one or more of the five diseases would be detrimental to the child's health.

MD Signature



## SCHOOL

### **REQUEST FOR MEDICAL EXEMPTION TO IMMUNIZATION FORM**

Student Name:	C	OB:	_Grade:	ID#:		
To Be Completed by Health Care Provider Every School Year						
Immunization/s which cannot be	administered:					
DPT/DTaP/Tdap	🗆 Polio	□ MMR				
🗆 Hepatitis B	🗆 Varicella	🗆 Mening	gococcal Mer	ningitis		
Reason for exemption:						
Name of licensed provider (Pleas	se print or use st	amp)				
Provider signature			Da	te		
Provider phone						

NYSDOH Public Health Law requires adequate dose or doses of immunizing agents against diphtheria, pertussis, tetanus, poliomyelitis, mumps, measles, rubella, hepatitis B, meningococcal meningitis and varicella for school entry.

New York State Law Section 66-1.3 (7) (c)-Requirement for School Admission permits medical exemption to required immunizations if the parent/guardian provides a certificate from a physician, licensed to practice medicine in New York State, that one or more of the required immunizations may be detrimental to the child's health.

The Centers for Disease Control's (CDC) resources on contraindications to vaccination can be found at: http://www.immunize.org/catg.d/p3072a.pdf.

Your certificate should include:

- The specific immunization that is medically contraindicated
- The reason for the medical contraindication

Languages other than English can be downloaded by clicking here or visiting https://goo.gl/MmHWuj.



STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 Office of P-12

> Lissette Colón-Collins, Assistant Commissioner Office of Bilingual Education and World Languages

55 Hanson Place, Room 594 Brooklyn, New York 11217 Tel: (718) 722-2445 / Fax: (718) 722-2459 89 Washington Avenue, Room 528EB Albany, New York 12234 (518) 474-8775 / Fax: (518) 474-7948

# Home Language Questionnaire (HLQ)

In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and personal history. Please complete the sections below entitled Language Background and Educational History. Your assistance in answering these questions is greatly appreciated.	STUDENT NAME: First DATE OF BIRTH: Month	Middle Day N IN PARE	Vear Year NTAL RELATION	
Thank you.	Last Nan	ie i	First Name	Student
Ho	ME LANGUAGE (	CODE		Suueni
(Ple	guage Backg ease check all that a			
<ol> <li>What language(s) is(are) spoken in the student's home or residence?</li> </ol>	English	Other		
2. What was the first language your child learned?	English	C Other		specify
		-		specify
3. What is the Home Language of each parent/guardian?	Mother		Father	r
	Guardian(s)	specify		specify
4. What language(s) does your child understand?	English	Other	specif	Ŷ
		_		specify
5. What language(s) does your child speak?	English	Other	specify	Does not speak
6. What language(s) does your child read?	English	Other	specify	Does not read
7. What language(s) does your child write?	English	C Other	specify	Does not write

THIS SECTION TO BE COMPLETED BY DISTRICT IN WHICH STUDENT IS REGISTERED:				
SCHOOL DISTRICT INFORMATION:	STUDENT ID NUNBER IN NYS STUDENT Information System:			
District Name (Number) & School Address	1			

For Office Use Only: Please Return Form to Lizzette Ruiz-Giovinazzi, Director of English as a New Language (ENL)

# Home Language Questionnaire (HLQ)—Page Two

Educational History				
8. Indicate the total number of years that your child has been enrolled in school				
9. Do you think your child may have any difficulties or conditions that affect his or her ability to understand, speak, read or write in English or any other language? If yes, please describe them.				
Yes* No Not sure  Ves* No Not sure  *If yes, please explain:				
How severe do you think these difficulties are? 🗅 Minor 🗅 Somewhat severe 🗅 Very severe				
10a. Has your child ever been referred for a special education evaluation in the past?  No Yes* *Please complete 10b below				
10b. * <u>If referred for an evaluation</u> , has your child ever <u>received</u> any special education services in the past? □ No □ Yes – Type of services received:				
Age at which services received (Please check all that apply): <ul> <li>Birth to 3 years (Early Intervention)</li> <li>3 to 5 years (Special Education)</li> <li>6 years or older (Special Education)</li> </ul>				
10c. Does your child have an Individualized Education Program (IEP)? 🗖 No 📮 Yes				
11. Is there anything else you think is important for the school to know about your child? (e.g., special talents, health concerns, etc.)				
12. In what language(s) would you like to receive information from the school?				
Month: Dav: Year:				
Signature of Parent or of Person in Parental Relation Date Date				
Relationship to student: D Mother D Father D Other:				
Relationship to student: D Mother D Father D Other:				
Relationship to student:  Mother Father Other: OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ				
OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ				
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OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ         Name:       Position:         If an interpreter is provided, list name, position and credentials:       Position:         NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW         NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW         NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW         Name:       Position:         Oral Interview Necessary:       No         YDATE OF INDIVIDUAL INTERVIEW:       OUTCOME OF       Administer NYSITELL ENGLISH PROFICIENT INTERVIEW:         Mo       Day       YR       OUTCOME OF       Administer NYSITELL ENGLISH PROFICIENT				
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OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ NAME:				



## SOCIAL - HOME SURVEY (KINDERGARTEN ONLY)

Please complete this survey and return to your child's kindergarten teacher. It will be placed in your child's permanent record folder and limited to use by the school staff. This survey will be removed from your child's folder at the end of the primary grades. Parents who wish the removal of the form prior to this should contact the building principal.

Date:	Signat	ture:			
Child's Name:					
What name does	your child prefer to be	called?			
With whom does <ul> <li>Parent</li> </ul>	s your child live? (Chec □ Additional Parent		•	□ Other	
Where does you	r child fall in the family	order?			
First Child	□ Middle Child	□Last child	□ Only child	□ Other	
Has your child a	ttended nursery school	or daycare?		□ Yes	□ No
Name			Phone Number	r	
May we call for i	information?			□ Yes	□ No
CHILD DEVEL	OPMENT				
Can your child d	lress him/herself?			□ Yes	□ No
Can your child t	ake care of his/her bath	room needs?		□ Yes	□ No
Can your child f	ollow directions?			□ Yes	□ No
Can your child a	ttend to a story or activ	ity for 15 – 20	minutes?	□ Yes	□ No
Has your child c	hosen which hand he/sl	he prefers to ı	ıse?	□ Yes	□ No
If yes, which har	nd?			□ Left	□ Right
Can you and/or	others understand your	child's speec	h?	□ Yes	□ No

For Office Use Only: Please Return Form to Main Office Student Cumulative Folder



Do you think your child will require special assistance in any of the areas listed below?

1.	Speech	□ Yes	□ No
2.	Behavior	□ Yes	□ No
3.	Rate of Learning	□ Yes	□ No
4.	Health	□ Yes	□ No
5.	Coordination	□ Yes	□ No
How often do you read to your child?			

Are there any hobbies or interests that you or your family would be willing to share with your child's kindergarten class?

Please share any other information about your child that you feel would be helpful for his/her teacher to know. Some examples are: special interests, unusual experiences, and fears, family history – which may include custody and/or health issues – such as food allergies, problems with eating or sleeping. If you prefer, you may share specific information by speaking directly to your child's teacher.

Academic Strengths/Needs:

**Behavioral Strengths/Needs:** 

Social/Emotional Strengths/Needs:

Work/Organizational Skills Strengths/Needs:

Additional Comments, Information and Suggestions:

Academic Records: Examples: copy of most recent report card, marks given up to last date of attendance in former preschool/nursery, and any special education records you can provide.



## **RELEASE OF STUDENT INFORMATION**

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

Dear Educator,

The following student has enrolled in Kindergarten in the Wappingers Central School District. Please forward copies of records, including report cards, health, and any other pertinent information to the address indicated below.

Thank you for your attention to this request.

Student Name:	Date of Birth:	
Current Address:		
School:	Grade:	

I hereby authorize the release of the above mentioned records and any other pertinent information concerning my child.

SIGNATURE OF PARENT/GUARDIAN	DATE
Wappingers Central School District	
<b>Please fax records to 845-896-1459</b> If you need to call the Central Registrar, please dial <b>845-298-5000 x 40132</b> .	<b>Check all that apply</b> <ul> <li>Birth Certificate</li> <li>Immunizations</li> </ul>
Previous school information: Name of School:	□ IEP/504 □ ENL Records
Address:	
Telephone () Fax: ()	
Please Return Requested Records to:	
Susan Aboshanab, Central Records Associate <u>susan.aboshanab@wcsdny.org</u> Wappingers CSD Central Registration PO Box 396	
Hopewell Junction, NY 12533	



## SCHOOL

## HEALTH DATA SHEET

Student		Date of Birth	Gender		
Parent Name Additional Parent Name					
Parent Phone # Home					
Additional Parent Phone # Home					
Parent Address					
Additional Parent Address					
With whom does this child live?					
□Both Parents □ Parent □ Additional	Parent □G	uardian Other			
Student's Physician		Phone #			
Emergency Contact if parent/guardia	n cannot be	reached:			
Name Relationship to Student					
Phone #					
DDENIATALA		ODMENTAL HIGTO	ND 1/		
PRENATAL AND DEVELOPMENTAL HISTORY					
Did the mother have any unusual problems/illness during the pregnancy or the birth such as breech, forceps or Cesarean delivery?					
breech, forceps of Cesarean derivery? $\Box$ res $\Box$ no in yes, please explain brieny.					
Was this infant born: □ Full term □	Premature	□ Post mature			
What was this infant's birth weight? lb oz.					
Did this infant have any sickness or problems while in the hospital, such as jaundice, apnea					
spells or convulsions?					
	<i>j ee,</i> <b>r</b> ieu	······································			
Please give an approximate age at wh	nich this chi	d: sat up alone	walked		
said single words said sen		<b>–</b>			
Please briefly describe this child's overall development in relation to his/her other siblings:					



## School Health Services: HEALTH CONDITIONS

Please check any that are a chronic problem.

□ Diabetes □ Seizures □ Epilepsy □ Heart Problems

*If your child has any of the above, please contact the school nurse.* 

#### MEDICAL INFORMATION

Does this child have any allergies?  $\Box$  Yes  $\Box$  No

If yes, to what? \_\_\_\_\_

What are the child's triggers to this/these allergies? \_\_\_\_\_

What are the child's reactions to this/these allergies?\_\_\_\_\_

What treatment or medication does this child require for this/these allergies?

Does this child have asthma that has been diagnosed by a physician? □ Yes □ No If yes, what treatment and/or medication has been prescribed? \_\_\_\_\_

Does this child have any medical condition other than listed above? □ Yes □ No If yes, please explain. \_\_\_\_\_

## INJURIES, ILLNESSES, AND SURGERIES

Please list any severe injuries, illnesses and/or surgeries: \_\_\_\_\_\_



## ADDITIONAL INFORMATION

Is this child on daily medication? □ Yes □ No If yes, please list
Is this child on medication on a regular basis, but not daily? □ Yes □ No If yes, please list
Do any family members have any long-term illness, such as diabetes, cancer, high blood pressure, etc.? □ Yes □ No If yes, please list the illness and the relationship of the person to this child
Do you have any other comments or concerns about this child's health, development, behavior family or home life that you would like the school to be aware of? □ Yes □ No
If yes, please explain

Completed	by:
-----------	-----

For Office Use Only: Please Return Form to Health Office

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

Relationship to child: \_\_\_\_\_

Would you like a conference with the school nurse?  $\Box$  Yes  $\Box$  No



New York State Law, as well as local regulations, strictly outlines the rules that schools must follow concerning medication administered in school.

The overall guideline is that such dispensing of medication must be kept to a minimum; therefore, it is administered only with specific written physician's order and only when deemed necessary to be given during school hours.

Nurses are required to follow these regulations:

- 1. The nurse should administer medication only as necessary.
- 2. Instructions for administering medication must be in writing from the physician and include:
  - a. The name of the student
  - b. Medical condition of the student
  - c. The name of the medication
  - d. The medication dosage and time the medication is to be given
  - e. A list of possible side effects
- 3. A Parent Permission form must be filled out by the parent/guardian.
- 4. Medication MUST be brought to the school by the parent/guardian. It may NOT be sent to the school with the student. All medication MUST be in a properly labeled original container.
- 5. New prescriptions and physician's orders are required at the beginning of each school year.
- 6. All unused medication must be picked up by the parent/guardian within 7 days after it is no longer needed or it will be disposed of.
- 7. All prescribed medications will be kept in a locked cabinet and dispensed only by authorized personnel.
- 8. If, at any time, the physician wishes to change the dosage, he/she must submit this request in writing.
  - a. A verbal or telephone request/order from the physician or parent is not acceptable.
- 9. Special guidelines apply to field trips. Contact the school nurse for specific information.
- 10. The term "medications" is a broad one referring to both prescription and non-prescription (over-the-counter) drugs and treatments.



SCHOOL

## PARENT PERMISSION FOR IN-SCHOOL MEDICATION

Student \_\_\_\_\_ Grade \_\_\_\_ Room \_\_\_\_ ID# \_\_\_\_\_

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

I give permission to the school nurse or designated school personnel to administer \_\_\_\_\_\_\_\_ as prescribed by the physician.

(Physician prescription attached.)

This medication is to be administered as ordered during the current school year. Any changes to the medication order from the physician will need to be given, in writing, to the school nurse.

I hereby give permission to the school nurse or designated school personnel for appropriate communication with the ordering prescriber-related to the above medication.

I have furnished the medication in a properly labeled original container from the pharmacy. I have provided the medication in the dosage ordered.

I hereby release the school nurse or designated school personnel and the Board of Education of any liability relative to the administration and/or reaction of the medication on the above named student.

Parent/Guardian Signature

Home Phone: \_\_\_\_\_\_Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Please indicate times and dosage of any and all medications taken at home in the space below.



SCHOOL

Dear Parent/Guardian:

As of September 2008, New York State requests Kindergarten; 1st, 3rd, 5th and 7th, 9th and 11th-grade students submit a Dental Health Certificate to the Health Office.

The Dental Health Certificate must contain a report of a comprehensive dental examination and shall be signed by a duly licensed dentist who is authorized to practice in New York State. The dentist shall describe the dental health condition of the student when the examination was made. The Dental Health Certificate shall not be more than twelve months before the commencement of the school year in which the examination is requested.

Please bring the attached form to your dentist and return the completed form to the Health Office.

# DENTAL HEALTH CERTIFICATE

Student Name: \_\_\_\_\_

Date of Comprehensive Dental Examination:

□ No Treatment Required □ Treatment in Progress □ Treatment Completed

Student is in fit condition of dental health to permit school attendance: 
□ Yes □ No

Print Name of Dentist: \_\_\_\_\_

Signature of Dentist: \_\_\_\_\_

Address of Dentist:

Telephone Number of Dentist:\_\_\_\_\_



## Student Records/Directory Information (FERPA Rights) Annual Notification

The Board of Education recognizes the legal requirement to maintain the confidentiality of student records. The procedures for ensuring the confidentiality of student records shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The Superintendent of Schools shall be responsible for ensuring that all requirements under federal statutes and Commissioner's Regulations be carried out by the district.

## **Annual Notification**

At the beginning of each school year, the district will publish a notification that informs parents, guardians and eligible students currently in attendance of their rights under FERPA and the procedures for exercising those rights. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice will also be provided to parents, guardians, and eligible students who enroll during the school year.

The notice will include a statement that the parent or eligible student has a right to:

- 1. inspect and review the student's education records;
- 2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the students privacy or other rights;
- 3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
- 4. file a complaint with the U.S. Department of Education alleging failure of the district to comply with FERPA and its regulations; and

In addition, the annual notice will inform parents/guardians and eligible students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. For purposes of this policy, a school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law



enforcement unit personnel; a member of the Board of Education; a person or company with whom the district has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks). A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill his/her professional responsibilities.

- 2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 3. of the procedure for exercising the right to inspect, review and request amendment of student records.

The district shall arrange to provide translations of this notice to non-English speaking parent(s) or guardian(s) or eligible student(s) in their native language or dominant mode of communication.



## WCSD Bus Transportation to and from a Babysitter or Day Care 2021-2022 School Year

Students in grades K-8 are eligible for bus transportation to or from a babysitter or day care location. A student may be transported to or from the location of a child care provider if the student's legal residence and the child care provider's location are both located within the boundaries of the District.

Parents must request child care transportation no later than **April 1**<sup>st</sup> of the current school year for the **2021-2022** school year. Child care requests must be filed every year, even if there is no change to your student's child care provider. **Forms are not carried over from year to year**.

Day care facilities registered under Section 390 of the New York State Department of Social Services are entitled to transportation to and from day care centers within the Wappingers Central School District, provided the application is received by the April 1<sup>st</sup> deadline. Requests received after the April 1<sup>st</sup> deadline will be considered a late file and you may not get the bus stop you request.

**ALL** bus routing is completed by the time school starts. For your child's safety, the bus driver, teacher, school and Transportation Department need to know your child's proper bus and bus stop. For this reason, all alternate transportation requests for the start of the school year must be processed by **August 15<sup>th</sup>**. Late requests made after this date will not be processed until after **September 30<sup>th</sup> AND there may not be a bus available to and/or from your chosen day care provider**.

\*PLEASE NOTE that the pandemic has affected these dates due to Governor's Executive Orders. The District will provide updates as new information is available.

Babysitter locations **NOT** licensed or registered under Section 390 of the New York State Department of Social Services **are restricted to the attendance zone of the school the child attends**.

Day care locations must be set up for **five (5) days a week in and/or out**. Otherwise, a daily note to school is required, and **only to or from an existing** stop on an existing route.

Childcare Transportation Request Forms are available in each school's Main Office and on our Transportation Website. Please fill out one form per student and return if to your child's school. The Principal or his/her designee must sign the form. Main Office personnel will send it to the Transportation Office to be processed. Please allow five (5) days for processing once we receive it. Any time a change is made, a new form must be submitted to school.

If you are new to the District, you must go to our Central Registrar to register your child before transportation can be arranged. For families who become district residents after April 1<sup>st</sup>, a transportation request should be submitted within thirty (30) days of establishing district residency.

Central Registration is located at the WCSD District Office, 25 Corporate Park Drive, Hopewell Junction, New York 12533. Call ahead for an appointment at 845-298-5000 ext. 40132. Please bring proof of residency to your scheduled appointment.



# CHILDCARE TRANSPORTATION DEADLINES: APRIL 1<sup>ST</sup> FOR OUT OF ATTENDANCE ZONE (NYS LICENSED AND REGISTERED DAYCARES)

**AUGUST 15<sup>TH</sup> FOR ALL OTHER CHILDCARE PROVIDERS** 

Students in Grades K-8 are eligible for childcare transportation. A new childcare form must be submitted every year preceding the next school year, even if there is no change, and must be received by the April 1<sup>st</sup> deadline. An existing stop on an existing bus route within the child's individual school attendance zone will be offered for requests received after April 1<sup>st</sup>, and only if there is space available on the bus. If you haven't turned your request in by August 15<sup>th</sup>, your child will be transported to and from school on their assigned neighborhood bus. Parents/guardians are advised to make alternate arrangements and clearly communicate those arrangements to their child's school via a written and signed note each day. (See our transportation page on the district website for more information <u>www.wappingersschools.org</u>)

	CURRENT SCHOOL YEAR	CHILDCARE TRANS	PORTATION RE	QUEST	NEXT SCHOOL YEAR	
	Date	School:		Grade:	Gender: 🗌 M 🗌 F	
Student	Child's First Name (print): Child's Last Name (print):					
Stuc	(Not PO Bo					
	Home Phone:	Cell:		Wor	k Phone:	
<b></b>	Childcare Provider's Name:					
Childcare	Childcare Provider's Addres	s:				
nilc	Childcare Provider's Phone	#:				
Ċ		AM Pick-up (Same location five PM Drop-off (Same location fiv		Home Home	Childcare Provider	
I certify	that all the information contained	d on this form is accurate and that th	e above-named studen	t is under the care	e of the specified childcare provide	
Print <b>N</b>	lame of Parent/Legal Guard	ian:				
Parent	/Guardian Signature:			Date:		
Email A	Address of Parent/Legal Gu	ardian:				
Verific	ation – School Representati	ve Signature:		Date: _		
	-	one (1) Student per Form Ple form must be submitted each			-	
	SCHOOL OFFI	<b>CE STAFF:</b> Please <b>Scan</b> This	Form To Transpor	TATION UPON C	COMPLETION.	
Chil	ldcare transportation reque	sts for families who become d	istrict residents afte	er the deadline	p must be submitted within	

thirty (30) days of establishing district residency or transportation may not be available.

PLEASE ALLOW FIVE (5) DAYS FOR PROCESSING



# **Computer Use Background Information**

The Board of Education's policies and procedures regarding the acceptable use of district computer systems place an obligation on both the district and the students and staff that use its technology. (The Board's computer use policies are in part 4526 of the district's Policy Manual. The entire manual is on the BoardDocs part of the district's website [http://www.boarddocs.com/ny/wcsd/Board.nsf]. Once there, click "Enter Public Site" and then the "Policies" link at the top of the next page.)

The intent of the district's computer user agreement is to provide students and staff with the general requirements and guidelines for utilizing the district's technology, networks, and Internet services. Because contemporary computer use and Internet use are intertwined, this agreement must be signed by staff and by students (and their parents or guardians) prior to their use of district computers and networks. The District no longer maintains a separate agreement that applies just to the Internet.

A. Access to the Wappingers Central School District's Technology, Networks, and Internet Services.

- 1) The district offers equal access to computers.
- 2) The district will respect privacy rights while prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding students and staff.
- 3) The district will provide a safe venue for computer use through the use of Internet filters and staff supervision. It is recognized that the district cannot control everything that appears on a computer screen.
- 4) Use of the district's systems is a privilege, rather than a right, subject to revocation by the district.
- B. Acceptable Use.
  - 1) Students and staff will use computers and Internet services responsibly for educational purposes and not for non-educational, unlawful, or harmful purposes.
  - 2) Students and staff will respect the rights of others.
  - 3) Students and staff will follow copyright rules.
- C. Prohibited Uses.

The following uses, though not intended to be all-inclusive, are among those considered unacceptable and are expressly prohibited. If a student has a question regarding whether a particular activity or use is acceptable, he or she should seek guidance from their teacher or principal or the District's Office of Technology, Testing, and Assessment. Staff should direct their questions to the Office of Technology, Testing, and Assessment. Violations will be handled in accordance with authorized disciplinary procedures. Penalties may include, but are not limited to the revocation of computer access privileges; formal (or informal) disciplinary procedures; and (where appropriate) referral to law enforcement.



- 1) Any use that is illegal or in violation of district policy, including harassing, cyberbullying, discriminatory or threatening communications and behavior, and violation of copyright or the law.
- 2) Any use involving materials that are defamatory, obscene, pornographic, sexually explicit, or otherwise inappropriate for a public school district.
- 3) Any misuse of computer passwords or accounts, including the sharing of personal passwords or accounts with others or using another person's files, system, or data without permission.
- 4) Using district computers, networks, and Internet services after such access has been denied, suspended, or revoked.
- 5) Sending "mass" emails without authorization from an appropriate administrator.
- 6) Engaging in conduct which district administrators can reasonably forecast as creating a material and substantial risk of disruption to the order and discipline of the school.
- 7) Commercial activity.
- 8) Any misuse or damage to the district's technology, including web space (blogs and wikis, for example). Such misuse or damage includes but is not limited to:
  - a) Any attempt to delete, erase, or otherwise conceal any information stored on the district's network.
  - b) Any malicious use or disruption of the district's computers, networks, and Internet services, or breach or attempt to circumvent or subvert system security features, whether from within or outside the District's systems (for example, through the use of a proxy server).
  - c) Engaging in an activity harmful to computer or network systems or to any information stored on such systems (for example, by creating viruses, damaging files, disrupting service, or changing, copying, renaming, deleting, reading, or otherwise accessing files not created by the user without permission from a system administrator).
  - d) Making, using, or installing illegal copies of copyrighted software or files and storing them on district systems or sending them to other networks.
  - e) Using district servers to store personal files, such as music or personal photographs, without a system administrator's permission.
- D. Additional Topics.
  - 1) The district retains control, custody, and supervision of all computers, software, networks, and Internet services owned or leased by the district.
  - 2) Students and staff have no expectation of privacy in their use of district computers including, but not limited to, personal email, private files, and stored files.
  - 3) The district reserves the right to monitor all computer and Internet activity by users and to review on-line activities.
  - 4) Students and staff should avoid disclosing personal information through the Internet without the specific permission of a parent or adult supervising computer use.



# Wappingers Central School District 2021-2022 STUDENT COMPUTER USE AGREEMENT

Please sign this form and return to your child's school. You should keep the **Computer Use Background Information** form for your own records.

- > I desire to be given access to the district's computers, networks, software, and Internet connection.
- > I have read the District's *Computer Use Background Information* form.
- ➢ I understand that I will use computers and the Internet for educational purposes and not for noneducational, unlawful, or harmful purposes.
- > I understand that I will follow the directions of the adult supervising an area with computers.
- I understand that I will follow generally accepted rules of network etiquette, interpersonal relations, and regard for property.
- I understand that violations of these guidelines will be dealt with in a manner consistent with district codes of conduct.

Please Print Student Full Name:	
Parent/Guardian Signature:	Date:
Parent/Guardian Email Address:	
School:	Grade:
HR Teacher:	HR#:

Note: According to Board of Education Policy, if the account holder is a student under the age of 18, such student's parent or guardian must complete the following:

As parent/guardian or **person(s) in parental relation** to this student, I have read the Wappingers School District's Computer Use Background Information form. I understand that computer and Internet access is for educational purposes and that both the District and its staff and students are responsible for appropriate use of computer systems. I also recognize and understand that while the District maintains filtering systems and other network safeguards, it is impossible for the District to restrict access to all controversial materials on the Internet and I will not hold them responsible for materials that my child may acquire on the Internet.

I hereby give permission for the school district to provide my child with access to district computers, networks, and the Internet.

Please Print Full Name:		
Parent/Guardian Signature:	Date:	



#### BLACKBOARD MASS NOTIFICATION SYSTEM DIRECTIONS

Dear Parents and Guardians,

Welcome to Wappingers Central School District! Our District is committed to providing timely communication to all of our families and staff. Blackboard Connect allows our District to share information with parents and staff members on matters such as attendance, general interest activities, as well as building and District emergencies. In addition to allowing the District to communicate with traditional email, telephone and text messages, Blackboard Connect has a mobile app customized for our District.

Parents registering their child for Kindergarten will receive an email over the summer from Blackboard with the Parent ID and a temporary password to log into your mass notification account. Simply follow the steps below to login to your account through the secure Blackboard Connect web site or by downloading the mobile app.

We invite all families to download the FREE District Blackboard app through the <u>iTunes store</u> or <u>Google</u> <u>Play</u>. Blackboard Connect allows you to control how the District contacts you.

#### Steps for updating your account from a computer:

Enter the following URL into your web browser: <u>https://wappingersschools.parentlink.net/main/login</u>

1. Enter the Parent ID and temporary password provided by the District in a separate email. The system does provide the possibility of logging into your account with your Facebook or Google account, if you choose. The first time you login, the system will prompt you to change your password. Passwords must be a minimum of six characters. Once you type in your new password, retype it to confirm, click on save.

[Note: Blackboard Connect has a strict privacy policy and does not sell or distribute your contact information to any 3<sup>rd</sup> party.]

2. Once you've logged into your account, you're ready to customize your contact preferences. Locate the Account tab located on the right-hand sign of the screen (in the black bar and click to open. The first tab (Account Info) allows you to update your first and last name, gender and select the language you would prefer to receive your emails. Under "Delivery addresses" you can add, remove or update email addresses or phone numbers by selecting Add. A dropdown box appears to select if you want to add a phone number, Text/SMS, email address, and mailing address. Make sure that you click SAVE when you are done making changes to customize how the District communicates to you, click on the Delivery Preferences. Once opened you will see



**Emergency**, **Attendance**, **Balance**, **Survey** and **Other**. For each type of contact you have entered (phone number, Text/SMS, email address, and mailing address) you can uncheck a box by clicking on the green icons to the right. If you place your mouse over each icon, the type of notification will appear. The contact choices in the order they appear are **push notification** (this would be to a mobile device), **text/SMS**, **phone** and **email address**). Once you select a notification type, any contact information you have added will appear. If you do not want a number called or email address used, simply uncheck the box. You must have at least one contact selected for each category.

#### Download the FREE mobile app in three easy steps.

- 1. On your smartphone go to the
  - a. iTunes App Store (Click or go to: <u>https://itunes.apple.com/us/app/wappingers-</u> <u>csd/id1227452354?mt=8</u> or
  - b. Google Play (Click or go to: <u>https://play.google.com/store/apps/details?id=com.blackboard.community.wappingerssch</u> <u>ools&hl=en</u>).
- 2. Search for Wappingers CSD
- 3. Then select our Wappingers app for free download
- 4. Once download, login using the parent ID and temporary password (unless you have already updated your password) sent via email from the District.
- 5. From an iPhone device, go to Settings and choose Follow Schools to customize which the notifications you want to receive. You can have notifications sent to your mobile device from the specific schools you choose and the District.
- 6. From an Android device, go to Settings and choose

School news in the palm of your hand, your new WCSD mobile app is just a few taps away. Download it today!

Thank you for staying connected to our District. We hope you enjoy Blackboard Connect!