**New Student Information Form**

In order to facilitate the registration process. Please provide the following information:

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Entering Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_ School Last Attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**: Please provide a copy of any recent **STANDARDIZED TEST SCORES and/or REPORT CARDS that you have for your child.**

**Custody Information**

1. Parent/Guardian’s Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents are (please circle below):

Married Separated Divorced Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Legal Custody rest with:

Parents are (please circle below):

Mother Father Joint Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the following based on your student’s latest report card:**

|  |  |
| --- | --- |
| **Math** | **Reading** |
| Above grade level \_\_\_ | Above grade level \_\_\_ |
| On grade level \_\_\_ | On grade level \_\_\_ |
| Below grade level \_\_\_ | Below grade level \_\_\_ |

Gifted/Talented Classes-select one: Testing may be requested only for new students to the Howard County Public School System.

\_\_\_ My child has been identified for the Gifted and Talented Program in Howard County Public School System in the following subject area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ I wish to have my child tested for the Gifted and Talented Program, please request a Permission Letter.

ESOL/ELL (English as a second language) Yes \_\_\_ No \_\_\_

504 Yes \_\_\_ No \_\_\_

(Please provide a copy of your child’s current plan)

Student Support Plan Yes \_\_\_ No \_\_\_

(Please provide a copy of your child’s current plan)

7th Grade Only

If your child has strong academic achievement in Reading, English, and Social Studies, and has a high task commitment, he/she may choose to enroll in a world language that will be taught over two years. If interested, please indicate a world language choice below. Please note that due to class size restrictions we may not be able to honor all requests:

Spanish I \_\_\_\_ French I \_\_\_\_

8th Grade Only

Has your child completed Grade 7-World Language Yes \_\_\_ No \_\_\_

If your student has completed a 7th Grade World Language please indicate which language:

Spanish I \_\_\_\_ French I \_\_\_\_

If you indicated Yes, do you want your child to continue in the program? Yes \_\_\_ No \_\_\_

**ALL GRADES-PREVIOUS INSTRUMENTAL EXPERIENCE NEEDED FOR BAND OR ORCHESTRA**

(At Least 1 Year)

Band/String Orchestra Yes \_\_\_ No \_\_\_ Instrument \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chorus Yes \_\_\_ No \_\_\_

**Current HCPSS enrolled students moving between schools within the system procedures**

1. Parent must schedule a registration appointment with the registrar.
2. Request of records submitted the day the parent/guardian provides the deed or lease by the registrar.
3. The parent/guardian completes the LEMS New Student and Address/Phone Change forms.
4. Registrar will make sure that HCPSS Connect has been updated if not refer parent/guardian to Ms. Woolls. If Ms. Woolls is not present have the parent complete the paper copy to be submitted to Ms. Woolls.
5. The registrar will then schedule a “Shadow Day” (2 days, A/B) and any needed testing.
6. Registrar will assign a student locker.
7. Student will meet with assigned guidance counselor and administrator. During this time, the counselor will review the schedule with the student and parent a review supports and services available to LEMS students.
8. Assigned Counselor will schedule a 2 week follow-up/check-in with the student and provide follow-up with the parent/guardian (phone call or email). Share any necessary information during grade level SST meeting.
9. Student Cumulative Records will be reviewed by Administrator once received at LEMS.

**Students who have never attended a HCPSS school procedures**

1. Parent/guardian must schedule a registration appointment with the registrar.
2. Parent/guardian complete the Document Checklist for Registration using the online registration or paper and pen version.
3. The parent/guardian completes the LEMS New Student Form.
4. Registrar will request records the day the parent/guardian provides all of the required documents for registration.
5. Documentation will be review by the PPW. IEP and 504 documentation in the transfer packet must be reviewed by the Special ITL and School Psychologist.
6. The registrar will then schedule a “Shadow Day” (2 days, A/B) and any needed testing.
7. Registrar will assign a student locker.
8. Student will meet with assigned guidance counselor and administrator. During this time, the counselor will review the schedule with the student and parent a review supports and services available to LEMS students.
9. Assigned Counselor will schedule a 2 week follow-up/check-in with the student and provide follow-up with the parent/guardian (phone call or email). Share any necessary information during grade level SST meeting.
10. Student Cumulative Records will be reviewed by Administrator once received at LEMS.