



Document Checklist – Grades 1st through 5th

For registering children into the East Orange School District

In order to register your child into the East Orange School District you **MUST** bring the documents listed below to your appointment. Your child will **NOT** be registered without them.

1. Parent/Guardian/Foster Parent must show Photo ID
(GUARDIANSHIP PAPERS OR FOSTER PARENT PLACEMENT LETTER MUST BE SHOWN)
2. Child's birth certificate
3. Any three (3) of the proof of residency requirements listed on the Proof of Residency List
4. Proof of immunization (shot) records
REGISTRATION CAN NOT TAKE PLACE WITHOUT A COPY OF THE SHOT RECORDS AND A CURRENT PHYSICAL!
5. Child/Children must be present at the time of registration
6. Copy of most recent report card
7. Transfer from previous school
8. If your child has been accepted into a Charter School please return to the web-site and download the Charter School Registration Packet
9. If your child has an active/current IEP please call (973) 266-5785 to make an appointment with the Special Education Department.

For grades 1 thru 5, your child must have a current record of immunization (shot) records that are age appropriate. These shots are required and are without exception:

- DTaP series (Diphtheria, Tetanus, and Pertussis): A minimum of four (4) doses is required provided one dose is given on or after the 4th birthday.
- Polio series: A minimum of three (3) doses is required provided one dose is given on or after the 4th birthday.
- MMR series (Measles, Mumps, Rubella): Two (2) doses of Measles, One (1) dose of Mumps and Rubella or two (2) MMR series.
- 3 doses Hepatitis B series, appropriately spaced.
- 1 dose Varicella (Chicken Pox)
- TB testing is required for foreign-born students from select countries
To schedule an appointment for registration please visit our web-site @

enrollment.eastorange.k12.nj.us

Confirmation Code: _____ - _____ - _____



An ink pen is necessary to fill out the Registration Packet.

Grades 1 thru 5

To register your child for school they must have a transfer and a current report card. **All children must be present at the time of registration, and the registration must be done by the parent or a legal guardian (guardianship papers must be presented at the time of registration).** Parent or legal guardian must have a valid photo ID present at the time of registration. **Birth certificates and immunization (shot) records are mandatory.** All persons coming to register children must bring **three (3) proofs of residency. Current physical.**

Proof of Residency List

Verification of a child's residency in East Orange requires the presentation of:

Any three (3) of the following items listed:

- Homeowner — East Orange property tax bill, mortgage statement, or signed Contract of Purchase.
- Tenant — Active lease
- Child and Parent Living with an East Orange Resident — Signed, notarized Sworn Statement of Residency (Residency Check Form) completed by the East Orange resident and parent or guardian. **(MUST BE PICKED UP FROM THE ENROLLMENT CENTER – 74 HALSTED ST) (PLEASE BE ADVISED AN ATTENDANCE OFFICER WILL VISIT THE HOME TO VERIFY YOUR RESIDENCY)**
- Child Placed in East Orange by Court — Court order placing child in home of East Orange resident.
- Child Placed in East Orange by Child Welfare Agency — Document of child welfare agency ordering that child be placed in home of East Orange resident or Foster Parent Placement Letter.

- Driver's license
- Vehicle registration
- Auto insurance card
- Current utility bill
- Current cable television bill
- Current credit card bill
- Hospital/Medical bills
- Official mail (bank statement, government correspondence: Internal Revenue, Division of Taxation, Social Security Administration)
- Public assistance documents
- Income tax return (current year received thru the mail)
- Unemployment benefit verification
- Recent paycheck/stub

For grades 1 thru 5, your child must have a current record of immunization (shot) records that are age appropriate. These shots are required and are without exception:

- DTaP series (Diphtheria, Tetanus, and Pertussis): A minimum of four (4) doses is required provided one dose is given on or after the 4th birthday.
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- 3 doses Hepatitis B series, appropriately spaced.
- 1 dose Varicella (Chicken Pox)
- TB testing is required for foreign-born students from select countries
- Current physical

Charter Schools

If your child has been accepted into a Charter School please return to the web-site and download the Charter School Registration Packet.

Special Education

If your child has an active/current IEP you must contact the Special Education Department for registration requirements at (973) 266-5785.

Children must be present at time of registration.

An ink pen is necessary is necessary to fill out the Registration Packet.

Registration must be done by parent/legal guardian (must present guardianship papers)

EAST ORANGE SCHOOL DISTRICT
HOME LANGUAGE SURVEY FORM

INTRODUCTION: This survey is the first of three (3) steps to identify whether or not a student is eligible to be an English-Language Learner (ELL). Start with "Part 1" and continue until the Home Language Survey is complete. Select the answer for each part and follow the directions.

STUDENT INFORMATION

Student Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Student Birthdate: _____ Phone number: _____

SURVEY QUESTIONS

Part 1
What was the first language used by the student?
 A language other than English – Proceed to Part **2a** English – Proceed to Part **2b**

Part 2a
At home, does the student hear or use a language other than English more than half of the time?
 Yes – Proceed to Part 7 No – Proceed to Part 4

Part 2b
At home, does the student hear or use a language other than English more than half of the time?
 Yes – Proceed to Part 4 No – Proceed to Part 3

Part 3
Does the student understand a language other than English?
 Yes – Proceed to Part 4 No – Proceed to Part 9

Part 4
When interacting with his/her parents or guardians, does the student use a language other than English more than half of the time?
 Yes – Proceed to Part 7 No – Proceed to Part 5

Part 5
When interacting with caregivers other than their parents or guardians, does the student use a language other than English more than half of the time?
 Yes No

Part 6
Has the student recently moved from another school district/charter school where he/she was identified as an English language learner?
 Yes No

Part 7
List all languages spoken at home and proceed to Part 8

Part 8
**PROCEED TO STEP 2: RECORDS REVIEW PROCESS.
HOME LANGUAGE SURVEY IS COMPLETE.**

Part 9
**DO NOT PROCEED TO STEP 2: RECORDS REVIEW PROCESS.
HOME LANGUAGE SURVEY IS COMPLETE.
STUDENT IS NOT AN ENGLISH-LANGUAGE LEARNER (ELL)**

Sign: _____ Date: _____

EAST ORANGE SCHOOL DISTRICT
FORMULARIO DE ENCUESTA DE LENGUAJE DE HOGAR

INTRODUCCION: Esta encuesta es el primer de tres (3) etapas para identificar si el/la estudiante califica para participar en el programa de aprendizaje de ingles (ELL). Comience en la "Parte 1" y continúe hasta que la encuesta de lenguaje en el hogar sea completa. Seleccione la respuesta para cada parte y siga las instrucciones.

INFORMACION DEL ESTUDIANTE

Nombre del Estudiante: _____
Dirección Postal: _____
Ciudad: _____ Estado: _____ Código Postal: _____
Fecha de Nacimiento del Estudiante: _____ Numero de Teléfono: _____

PREGUNTAS DE LA ENCUESTA

Parte 1
¿Cuál es el primer lenguaje que fue utilizado por el/la estudiante?
 Una lengua que no sea inglés– proceda a la Parte **2a** Ingles – proceda a la Parte **2b**

Parte 2a
¿En casa, el/la estudiante oye o utiliza algún otro idioma que no sea ingles más de la ½ del tiempo?
 Si – proceda a la Parte 7 No – proceda a la parte 4

Parte 2b
¿En casa, el/la estudiante oye o utiliza algún otro idioma que no sea ingles más de la ½ del tiempo?
 Si – proceda a la Parte 4 No – proceda a la parte 3

Parte 3
El/la estudiante entiende algún idioma diferente al Ingles?
 Si – proceda a la parte 4 No – proceda a la parte 9

Parte 4
¿Cuando esta interactuando con sus padres o tutores, el /la estudiante utiliza algún otro idioma que no sea ingles más de la mitad del tiempo?
 Si – proceda a la parte 7 No – proceda a la parte 5

Parte 5
¿Cuando esta interactuando con proveedores de cuidado aparte de sus padres o tutores, el/la estudiante utiliza algún otro idioma que no sea ingles más de la mitad del tiempo?
 Si No

Parte 6
¿E/la Estudiante se ha trasladado recientemente de algún otro distrito escolar/escuela carácter donde el/ella fue identificada para recibir aprendizaje de ingles?
 Si No

Parte 7
Enumere todos los idiomas que se hablan en casa y proceda la parte 8

Parte 8
**PROCEDA A LA 2^{PA} ETAPA: PROCESO DE REVISIÓN DE REGISTROS
LA INCUESTA DE IDIOMA NATAL ESTA COMPLETA**

Parte 9
**NO PROCEDA A LA 2^{PA} ETAPA: PROCESO DE REVISIÓN DE REGISTROS.
LA INCUESTA DE IDIOMA NATAL ESTA COMPLETA.
EL ALUMNO NO ES ESTUDIANTE DE IDIOMA INGLES (ELL)**

Firma: _____ Fecha: _____

EAST ORANGE SCHOOL DISTRICT
FORMULAIRE DE SONDAGE DE LANGUE FAMILIALE

EAST ORANGE SCHOOL DISTRICT
SONDAJ LANG NATIF-NATAL

INTRODUCTION: Ce sondage est le premier des trois étapes pour déterminer si oui ou non un (e) étudiant (e) est qualifié (e) d'être un (e) apprenant (e) d'Anglais. Commencez avec la première partie et continuez jusqu'à ce que le formulaire de sondage de langue familiale est complété. Sélectionnez la réponse pour chaque partie et suivez les directives.

INFORMATION SUR L'ELEVE

Nom De L'eleve: _____

Adresse Postale: _____

Ville: _____ Etat: _____ Code Postal: _____

Date de Naissance de l'élève: _____ Numéro de téléphone: _____

QUESTIONS DE SONDAGE

Partie 1

Quelle était la première langue utilisée par l'élève?

Une Langue autre que Anglais – Passez à la partie **2a** Anglais – Passez à la partie **2b**

Partie 2a

A la maison, est-ce que l'élève entend ou utilise une langue autre que Anglais plus que la moitié du temps?

Oui – Passez à la Partie 7 Non – Passez à la Partie 4

Partie 2b

A la maison, est-ce que l'élève entend ou utilise une langue autre que Anglais plus que la moitié du temps?

Oui – Passez à la Partie 4 Non- Passez à la partie 3

Partie 3

Est-ce que l'élève comprend une langue autre que Anglais?

Oui – Passez à la Partie 4 Non – Passez à la Partie 9

Partie 4

Est-ce que l'élève entend ou utilise une langue autre que Anglais plus que la moitié du temps lorsqu'ils interagissent avec ses parents ou tuteurs?

Oui – Passez à la Partie 7 Non --Passez à la Partie 5

Partie 5

Est-ce que l'élève utilise une langue autre que Anglais plus que la moitié du temps lorsqu'ils interagissent avec des soignants autre que ses parents ou tuteurs?

Oui Non

Partie 6

Est-ce que l'élève a récemment déménagé d'un autre district scolaire ou école a charte la ou il/elle a été identifié/e comme un/e apprenant/e de langue Anglaise?

Oui Non

Partie 7

Veillez énumérer toutes les langues parlées a la maison et proceder a la partie 8.

Partie 8

**PROCÉDEZ A ETAP 2: PROCESSUS DE RÉVISION DE DOSSIERS
SONDAGE DE LA LANGUE MATERNELLE EST ACHÉVÉ**

Partie 9

**NE PROCÉDEZ PAS A L'ETAP 2: PROCESSUS DE RÉVISION DE DOSSIERS
SONDAGE DE LA LANGUE MATERNELLE EST
L'ÉLÈVE N'EST PAS UN (E) APPRENANT (E) DE LANGUE ANGLAISE (ELL)**

Signez: _____ Date: _____

Yon ti rale: Sondag sa se se premye nan twa (3) etap pou idantifye si, yon elèv kalifye kom yon elèv k ap aprann lang angle. Kòmans avèk pati 1 e kontinye jiska sonda lang natif la fini. Chwazi repons pou chak pati e suiv direksyon yo.

ENFÒMASYON ELÈV

Non Elev: _____

Adrès: _____

Vil: _____ Eta: _____ Kòd postal: _____

Dat fèt Elèv la: _____ Nimewo telefòn: _____

KESYON SONDAJ

Pati 1

Ki pwemye lang elèv la te itilize

Yon lang Ki pa Angle – Kontinye pou pati **2a** Angle – Kontinye pou pati **2b**

Lakay, èske elèv la tande oubyen itilize yon lot lang ki pa Angle plis pase mwatye fwa?

Wi – Kontinye pou pati 7 Non – Kontinye pou pati 4

Pati 2b

Lakay, èske elèv la tande oubyen itilize yon lot lang ki pa Angle plis pase mwatye fwa?

Wi – Kontinye pou pati 4 Non – Kontinye pou pati 3

Pati 3

Èske elèv la konprann yon lot lang ki pa Angle?

Wi – Kontinye pou pati 4 Non – Kontinye pou pati 9

Pati 4

Lè gen interaction ak paran oubyen gadyen li, èske elèv la itilize yon lot lang ki pa Angle plis pase mwatye fwa?

Wi – Kontinye pou pati 7 Non – Kontinye pou pati 5

Pati 5

Lè gen interaction ak lot moun ki ba li swen ki pa paran oubyen gadyen li, èske elèv la itilize yon lot lang ki pa Angle plis pase mwatye fwa?

Wi Non

Pati 6

Eske elèv la te fek soti nan yon lot distri lekòl/ lekòl charte kote yo te idantifye li kòm yon elèv k ap aprann Angle?

Wi Non

Pati 7

Ekri tout lang ke yo pale la kay e Kontinye pou pati 8

Pati 8

**KONTINYE POU ETAP 2: PWOSESIS REVIZYON DOSYE.
SONDAJ LANG NATIF-NATAL LA FINI.**

Pati 9

**PA ALE NAN ETAP 2: PWOSESIS REVIZYON DOSYE.
SONDAJ LANG NATIF-NATAL LA FINI.
ELÈV SA SE PAS YON ELÈV KAP APRANN ANGLE (ELL)**

Siyen: _____ Dat: _____

EAST ORANGE SCHOOL DISTRICT
Division of Operation, Compliance &
Educational Support Services
Department of Special Education Services
 199 4th Avenue
 East Orange, New Jersey 07017-1026
 Phone (973) 266-5785 Fax (973) 266-5805

Tonya H. Santos, Director

t.hardin@eastorange.k12.nj.us

SCHOOL HEALTH SERVICES
HEALTH HISTORY QUESTIONNAIRE

Early Intervention

Today's Date: _____
 Student Name: _____ Date of Birth: _____
 Parent/Guardian Name: _____
 Prenatal Illness: (explain) _____
 Medications taken during Pregnancy/Delivery: _____
 Type of Delivery (complications): _____
 Length of Pregnancy: _____
 Newborn Health Problems: _____ Child's Birth Weight: _____ lbs _____ oz.
Child Hospitalizations/Operations: (List Below)
 Diagnosis: _____ Length of stay: _____ Age: _____
 Diagnosis: _____ Length of stay: _____ Age: _____
 Diagnosis: _____ Length of stay: _____ Age: _____
 Child's Current Medications: _____

Check if your **CHILD** has any of the following health Problems:

<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>	
_____	_____	Asthma	_____	_____	Hepatitis	_____	_____	Measles	_____	_____	Seizures/Epilepsy
_____	_____	Diabetes	_____	_____	High Fevers	_____	_____	Mono	_____	_____	Sickle Cell Disease
_____	_____	Eye Problems	_____	_____	Kidney/Urinary	_____	_____	Mumps	_____	_____	Sickle Cell Trait
_____	_____	Fainting	_____	_____	Lead Poisoning	_____	_____	Nose Bleeds	_____	_____	TB or Exposure
_____	_____	Heart Disease	_____	_____	Lung Disease	_____	_____	Scarlet Fever	_____	_____	Chicken Pox _____ (Age)

Other Health Problems: _____
 Fractures or Dislocations: _____
 Serious Injuries: _____
 Allergies (Medication & Food): _____
 Other Health Problems: _____

At what age did your child? Walk _____ Talk _____ Toilet Train _____

FAMILY HEALTH: Check if your **CHILD'S** Parents, Grandparents, and/or Siblings have any of the following:

<u>YES</u>	<u>NO</u>	<u>RELATIONSHIP</u>	<u>YES</u>	<u>NO</u>	<u>RELATIONSHIP</u>
_____	_____	Asthma	_____	_____	High Blood Pressure
_____	_____	Cancer	_____	_____	Seizures/Epilepsy
_____	_____	Heart Disease	_____	_____	Other: _____

 Signature of Physician/School Nurse

UNIVERSAL CHILD HEALTH RECORD

*Endorsed by: American Academy of Pediatrics, New Jersey Chapter
New Jersey Academy of Family Physicians
New Jersey Department of Health*

SECTION I - TO BE COMPLETED BY PARENT(S)			
Child's Name (Last)	(First)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth / /
Does Child Have Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Child's Health Insurance Carrier	
Parent/Guardian Name	Home Telephone Number	Work Telephone/Cell Phone Number	
Parent/Guardian Name	Home Telephone Number	Work Telephone/Cell Phone Number	
<i>I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.</i>			
Signature/Date		This form may be released to WIC. <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER			
Date of Physical Examination:		Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Abnormalities Noted:		Weight (must be taken within 30 days for WIC)	
		Height (must be taken within 30 days for WIC)	
		Head Circumference (if <2 Years)	
		Blood Pressure (if ≥3 Years)	
IMMUNIZATIONS	<input type="checkbox"/> Immunization Record Attached <input type="checkbox"/> Date Next Immunization Due:		
MEDICAL CONDITIONS			
Chronic Medical Conditions/Related Surgeries • List medical conditions/ongoing surgical concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Medications/Treatments • List medications/treatments:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Limitations to Physical Activity • List limitations/special considerations:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Special Equipment Needs • List items necessary for daily activities	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Allergies/Sensitivities • List allergies:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Special Diet/Vitamin & Mineral Supplements • List dietary specifications:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Behavioral Issues/Mental Health Diagnosis • List behavioral/mental health issues/concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Emergency Plans • List emergency plan that might be needed and the sign/symptoms to watch for:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	

PREVENTIVE HEALTH SCREENINGS					
Type Screening	Date Performed	Record Value	Type Screening	Date Performed	Note if Abnormal
Hgb/Hct			Hearing		
Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous			Vision		
TB (mm of Induration)			Dental		
Other:			Developmental		
Other:			Scoliosis		

<input type="checkbox"/> <i>I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.</i>	
Name of Health Care Provider (Print)	Health Care Provider Stamp
Signature/Date	

Instructions for Completing the Universal Child Health Record (CH-14)

Section 1 - Parent

Please have the parent/guardian complete the top section and sign the consent for the child care provider/school nurse to discuss any information on this form with the health care provider.

The WIC box needs to be checked only if this form is being sent to the WIC office. WIC is a supplemental nutrition program for Women, Infants and Children that provides nutritious foods, nutrition counseling, health care referrals and breast feeding support to income eligible families. For more information about WIC in your area call 1-800-326-3838.

Section 2 - Health Care Provider

1. Please enter the date of the physical exam that is being used to complete the form. Note significant abnormalities especially if the child needs treatment for that abnormality (e.g. creams for eczema; asthma medications for wheezing etc.)
 - Weight - Please note pounds vs. kilograms. If the form is being used for WIC, the weight must have been taken within the last 30 days.
 - Height - Please note inches vs. centimeters. If the form is being used for WIC, the height must have been taken within the last 30 days.
 - Head Circumference - Only enter if the child is less than 2 years.
 - Blood Pressure - Only enter if the child is 3 years or older.
2. Immunization - A copy of an immunization record may be copied and attached. If you need a blank form on which to enter the immunization dates, you can request a supply of Personal Immunization Record (IMM-9) cards from the New Jersey Department of Health, Vaccine Preventable Diseases Program at 609-828-4860.
 - The Immunization record must be attached for the form to be valid.
 - "Date next immunization is due" is optional but helps child care providers to assure that children in their care are up-to-date with immunizations.
3. Medical Conditions - Please list any ongoing medical conditions that might impact the child's health and well being in the child care or school setting.
 - a. Note any significant medical conditions or major surgical history. If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow. A generic care plan (CH-15) can be downloaded at www.nj.gov/health/forms/ch-15_dot or pdf. Hard copies of the CH-15 can be requested from the Division of Family Health Services at 609-292-5666.
 - b. Medications - List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

PRN Medications are medications given only as needed and should have guidelines as to specific factors that should trigger medication administration.

Please be specific about what over-the-counter (OTC) medications you recommend, and include information for the parent and child care provider as to dosage, route, frequency, and possible side effects. Many child care providers may require separate permissions slips for prescription and OTC medications.

- c. Limitations to physical activity - Please be as specific as possible and include dates of limitation as appropriate. Any limitation to field trips should be noted. Note any special considerations such as avoiding sun exposure or exposure to allergens. Potential severe reaction to insect stings should be noted. Special considerations such as back-only sleeping for infants should be noted.
 - d. Special Equipment - Enter if the child wears glasses, orthodontic devices, orthotics, or other special equipment. Children with complex equipment needs should have a care plan.
 - e. Allergies/Sensitivities - Children with life-threatening allergies should have a special care plan. Severe allergic reactions to animals or foods (wheezing etc.) should be noted. Pediatric asthma action plans can be obtained from The Pediatric Asthma Coalition of New Jersey at www.pacnj.org or by phone at 908-687-9340.
 - f. Special Diets - Any special diet and/or supplements that are medically indicated should be included. Exclusive breastfeeding should be noted.
 - g. Behavioral/Mental Health issues - Please note any significant behavioral problems or mental health diagnoses such as autism, breath holding, or ADHD.
 - h. Emergency Plans - May require a special care plan if interventions are complex. Be specific about signs and symptoms to watch for. Use simple language and avoid the use of complex medical terms.
4. Screening - This section is required for school, WIC, Head Start, child care settings, and some other programs. This section can provide valuable data for public health personnel to track children's health. Please enter the date that the test was performed. Note if the test was abnormal or place an "N" if it was normal.
- For lead screening state if the blood sample was capillary or venous and the value of the test performed.
 - For PPD enter millimeters of induration, and the date listed should be the date read. If a chest x-ray was done, record results.
 - Scoliosis screenings are done biennially in the public schools beginning at age 10.
- This form may be used for clearance for sports or physical education. As such, please check the box above the signature line and make any appropriate notations in the Limitation to Physical Activities block.
5. Please sign and date the form with the date the form was completed (note the date of the exam, if different)
- Print the health care provider's name.
 - Stamp with health care site's name, address and phone number.