



# Registration/Emergency Data Form

Student's Full Legal Name \_\_\_\_\_  
(Last) (First) (Middle)

Grade \_\_\_\_\_  Male  Female Birthdate \_\_\_\_\_ Student Age \_\_\_\_\_

Student's Primary Nighttime Residence \_\_\_\_\_ Apt # \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone \_\_\_\_\_ Primary Phone \_\_\_\_\_

Student Ethnicity (Check one) Hispanic or Latino  No  Yes

(Persons of Cuban, Mexican, Puerto Rican, South or Central American or Spanish culture or origin, regardless of race)

Student Race (Check all that apply)

American Indian or Alaska Native  Asian  Black or African American

Native Hawaiian or Other Pacific Islander  White

### All Parent(s)/Legal Guardian(s) (If Guardianship/Custody: Please provide legal documentation)

(Last, First, MI) \_\_\_\_\_ (Relation) \_\_\_\_\_

Parent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Stu. Lives With  No  Yes Custody  No  Yes Educ. Rights  No  Yes Contact Allowed  No  Yes

Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

Employment Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



(Last, First, MI) \_\_\_\_\_ (Relation) \_\_\_\_\_

Parent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Stu. Lives With  No  Yes Custody  No  Yes Educ. Rights  No  Yes Contact Allowed  No  Yes

Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

Employment Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



(Last, First, MI) \_\_\_\_\_ (Relation) \_\_\_\_\_

Parent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Stu. Lives With  No  Yes Custody  No  Yes Educ. Rights  No  Yes Contact Allowed  No  Yes

Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

Employment Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



(Last, First, MI) \_\_\_\_\_ (Relation) \_\_\_\_\_

Parent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Stu. Lives With  No  Yes Custody  No  Yes Educ. Rights  No  Yes Contact Allowed  No  Yes

Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

Employment Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Does minor student have a court restriction regarding parent/guardian contact?  No  Yes

(Please provide copy of court documents, if yes.)

Student will be released to parent/guardian during school hours unless a court order specifically prohibits contact or release with parent/guardian. Parent/guardian is responsible for providing current copies of all court orders.

STUDENT INFORMATION

Is the student in the school walking zone?      No      Yes  
 Will the student ride a VBCPS school bus to/from school?      No      Yes  
 Will the student require a special lift-equipped bus?      No      Yes  
 Will the student ride a daycare bus?      No      Yes      Provider Name:  
 Primary language spoken at home:      English      Other  
(Please name)

Name of last school attended

Street Address      City      State      Zip Code

Has the student previously attended school in Virginia Beach?      No      Yes

VB school:      When?

Has the student ever been retained?      No      Yes      Grade

Identified for a gifted and talented program?      No      Yes      Program:

Participated in Pre-Kindergarten Program? (Elem Only)      No      Yes

**Parent/Guardian Military Connection (Check one.)**

- Not government nor military connected
- Gov't connection—not active duty military (i.e. Contractor)
- Military—lives on base—Name of base
- Military—lives off base

**Information Concerning Discipline or Criminal/Delinquent Acts**

Virginia Code § 22.1-3.2, as amended, requires that, prior to admission to any public school of the Commonwealth, a school board shall require the parent, independent student, legal guardian or other person having control or charge of a school aged child to provide, upon registration, a sworn statement or affirmation concerning the below listed information. Any person making a materially false statement or affirmation shall be guilty of a Class 3 Misdemeanor upon conviction. The registration document shall be maintained as part of the student's scholastic record.

**PLEASE COMPLETE AND SIGN THE APPLICABLE STATEMENT BELOW:**

- **Has the student been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person?      No      Yes**
- **Has the student been found guilty of or adjudicated delinquent for any offense listed below, or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories?**

A firearm or related offense pursuant to Virginia Code § 18.2-279 through 18.2-309, as amended;  
 Homicide, pursuant to Virginia Code § 18.2-30 et seq., as amended;  
 Felonious assault and bodily wounding, pursuant to Virginia Code § 18.2-51 et seq., as amended;  
 Criminal sexual assault, pursuant to Virginia Code § 18.2-61 et seq., as amended;  
 Manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances, pursuant to Virginia Code § 18.2-247 et seq., as amended;  
 Manufacture, sale, gift, distribution or possession of marijuana pursuant to Virginia Code § 18.2-247 et seq., as amended;  
 Arson and related crimes, pursuant to Virginia Code § 18.2-77 et seq., as amended;  
 Burglary and related offenses, pursuant to Virginia Code § 18.2-89 through 18.2-93, as amended;  
 Robbery pursuant to Virginia Code § 18.2-58, as amended;  
 Prohibited street gang participation, activity or recruitment pursuant to Virginia Code § 18.2-46.2 & 18.2-46.3, as amended;  
 An act of violence by a mob, pursuant to Virginia Code § 18.2-42.1, as amended.  
 An abduction of any person, pursuant to Virginia Code § 18.2 -47-48.

**I hereby swear or affirm that the above information concerning (student) is true and accurate.**

is

\_\_\_\_\_  
 Signature of Parent, Independent Student, Legal Guardian or Person Having Charge of Student

\_\_\_\_\_  
 Date

**Note: The following information is required by state and federal law.**

Is the student an **immigrant**?  No  Yes

**Immigrant**—Individuals who are aged 3 through 21; were not born in any State of the United States of America; and have not been attending one or more schools in any one or more States for more than three (3) full academic years.

Is the student a **refugee**?  No  Yes Country Represented: \_\_\_\_\_

**Refugee**—An individual who is outside his/her country and is unable or unwilling to return to that country because of a well-founded fear that he/she will be persecuted because of race, religion, nationality, political opinion, or membership in a particular social group. This definition excludes persons displaced by natural disasters or persons who, although displaced, have not crossed an international border. Also excluded are persons commonly known as “economic migrants,” whose primary reason for flight has been a desire for personal betterment rather than persecution per se. Specifically, the U.S. Citizenship and Immigration Services has issued to refugees an I-94 card that is stamped “Refugee” and which contains an alien number.

Is the student **homeless**?  No  Yes

**Homeless**—The term “homeless children and youth” (A) means individuals who lack a fixed, regular, and adequate nighttime residence...; and (B) includes (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings... (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Is the student a **migrant**?  No  Yes

**Migrant**—A ‘migratory child’ means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work—(A) has moved from one school district to another; (B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or (C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Is child **neglected**?\*  No  Yes

Is child **delinquent**?\*  No  Yes

\***Neglected or delinquent children**—A child placed by an agency or court in a local institution for neglected or delinquent children and youth or attending a community day program for such children.

Is the child in **foster care**?

Does the student reside in a foster home?  No  Yes (If yes, please provide copy of documents.)

### AlertNow Notification System

**AlertNow** is the rapid notification system used by the school division to send important information quickly via phone, text and/or email to parents and/or guardians of VBCPS students. This system is used to send messages about emergency situations, school delays or cancellations due to inclement weather and more. The system also allows the division and individual schools to remind families about upcoming events and activities, such as report card distribution, open houses and class field trips. All VBCPS students are automatically enrolled in the **AlertNow** notification system, however, to make sure families receive all messages, schools should immediately be notified of any changes to a student’s contact information.

Text messaging is optional, although recommended. After a text-enabled phone number is entered into the system, **AlertNow** will automatically send a text message to the phone to confirm the request. **Standard message and data rates may apply. You may opt-out of text messaging at any time by texting “STOP” to 67587.**



## STUDENT EMERGENCY/MEDICAL INFORMATION

School Year \_\_\_\_\_

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**Adult Emergency Contact Information (other than parent/legal guardian)**—In the event of an emergency, during school hours and at the discretion of the school principal, my child may be released to one of the adults listed below:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Childcare Provider (If applicable) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Do you have health insurance for this student?  No  Yes

***Please contact the school nurse, if this student will need health related accommodations, treatments, or medications in school, or if you have any health related questions or concerns.***

- **If the school is unable to contact parent/legal guardian of minor child, I give permission for the school to contact me or my child's physician for clarification of any medical needs.**
- **I give school authorities permission, in an emergency, to secure necessary aid and transportation for the preservation of my child's health or myself, at my expense.**

\_\_\_\_\_  
*Signature of Parent, Independent Student, Legal Guardian, or Person Having Charge of Student*

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

# Registration Quick Tips for Parents

Please assist the school with providing your child's information by filling out this document completely. Listed below are some typical questions and answers that parents have about what they need to bring when registering their child.

**Q. What should I bring to register my child in kindergarten?**

**A. To register your child in kindergarten, please bring:**

1. two proofs of residence/address (lease agreement/mortgage statement and current gas, electric, or water bills)
2. certified birth certificate
3. physical examination report (dated within 12 months prior to starting kindergarten)
4. current immunization records
5. two emergency contact phone numbers that are current

**Q. What procedures must be followed to register a child if we move within the city of Virginia Beach and have been assigned to a different home school?**

**A. To register transfer students within the school division, please bring:**

1. two proofs of residence/address (lease agreement/mortgage statement and current gas, electric, or water bills)
2. previous school transfer form including immunization record
3. previous school report card or progress report card as appropriate
4. two emergency contact phone numbers that are current

\*Your child's new school will request records from the previous school.

**Q. We have just moved to Virginia Beach and my children are in grades higher than Kindergarten. As new students to the school division, what should we bring to register?**

**A. To register new students to the school division, please bring the items listed below. To assist with the registration process, your child's new school will request records from the previous school.**

1. two proofs of residence/address (lease agreement/mortgage statement and current gas, electric, or water bills)
2. certified birth certificate
3. current immunization records
4. physical examination report, if applicable (grades K-5)
5. previous school report card or transfer form
6. two emergency contact phone numbers that are current

**Q. If I have additional questions about registering my child as a student whom should I contact?**

**A. Should you need additional information, please contact either your neighborhood school office or the Office of Student Leadership at (757) 263-2020.**

- I understand it is a Class 4 misdemeanor charge for knowingly making a false statement concerning the residency of a person in a particular school division or school attendance zone for the purposes of avoiding tuition charges or enrollment in a school outside the attendance zone or division in which the student resides. Violation of this law is punishable up to a \$250 fine.
- I give my permission for my minor child or myself to attend all school-authorized field trips and after-school programs, if offered. I understand that all normal precautions will be taken for safety and students/parents will be advised in advance of all field trips and after-school programs. I may withdraw permission for my child or myself to attend a specific field trip or after-school program by providing written notice to the school.
- I assume liability for all damages or loss of school property caused by myself or the minor student being registered.
- I agree to explain all student absences and tardiness in writing upon student re-entry into school.
- I understand information that is classified as “directory information” may be disclosed under the guidelines noted in School Board Policy and Regulation (5-66 and 5-66.1) and in accordance with state and federal law and that I may prevent disclosure of such information by providing written notice to the school. Address, telephone number and email address will only be released with affirmative consent.
- I give school authorities permission, in an emergency, to secure necessary aid and transportation for the preservation of my or my child’s health, at my expense.
- **I will notify the school with any changes to the information on this form.**

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SIGNATURE OF PARENT, INDEPENDENT STUDENT, LEGAL GUARDIAN, OR PERSON HAVING CHARGE OF STUDENT

DATE

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**Thank you for providing your school with this important information.**

**Aaron C. Spence, Ed.D., Superintendent  
Virginia Beach City Public Schools**

**2512 George Mason Drive • P.O. Box 6038, Virginia Beach, Virginia 23456-0038**

*The Virginia Beach City Public Schools, in partnership with the entire community, will empower every student to become a life-long learner who is a responsible, productive and engaged citizen within the global community.*

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- Call or write the Department of School Leadership, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038; telephone (757) 263-1088; fax (757) 263-1260; (757) 263-1240 (TDD); e-mail DeptofSchoolLeadership@vbschools.com. This document is produced by the Department of School Leadership (757) 263-1088.
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To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Title VI/Title IX Coordinator/Director of Student Leadership at 757.263.2020, 1413 Laskin Road, Virginia Beach, Virginia 23451 (for student complaints) or the Section 504/ADA Coordinator/Chief Human Resources Officer at 757.263.1133, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia 23456 (for employees or other citizens). Concerns about the application of [Section 504 of the Rehabilitation Act](#) should be addressed to the Section 504 Coordinator/Director of Student Support Services at 757.263.1980, at 641 Carriage Hill Road, Virginia Beach, Virginia 23452 or the Section 504 Coordinator at the student's school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at 757.263.2400, 1413 Laskin Road Annex, Virginia Beach, Virginia, 23451.

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