

INSTRUCTIONS FOR REGISTRATION

Registration of current students and preschool or other students entering MES for the first time is underway. Registration of new students is ongoing throughout the summer and school year.

NEW STUDENT REGISTRATION FORM - Only one form is needed per family.

Section 1 –

- Complete items b-h, j-l, o-q for each child.
 - g. student grade is for 2007-2008
 - j. refer to Sponsor Codes on the Student Registration Supplement Sheet
 - k. Employer Type Code means Branch of Service
 - o. refer to Entry/Status Codes on the Student Registration Supplement Sheet
leave blank if your child(ren) is/are returning from SY 2006-2007
 - q. DoDEA refers to schools run by the Department of Defense overseas or in the United States.
Not all schools located on military bases are DoDEA schools.
- m, n. complete separate sheet for each child (Questionnaire for Race/Ethnicity and Home Language and Computer/Internet Agreement).
- Complete a separate front page for additional school-age children.
- If a child will be entering MES for the first time, additional information and documentation will be necessary to complete registration. Please bring the registration packet and appropriate documentation to the school office.
 - copy of birth certificate with official seal (preschool – must be 4 years old on/before September 2, 2007; kindergarten – must be 5 years old on/before September 2, 2007)
 - Social Security Card
 - Immunization Certificate from Base Clinic, physician or local health department
(immunizations must be up to date prior to attending school for the first day unless a signed physician's exemption certificate is on file with the school)
 - Housing Office letter indicating permanent government quarters are/will be occupied within 90 school days
 - copy of sponsor's orders

Section II –

- Complete items 4-21.
 - 7. refer to Title Codes on the Student Registration Supplement Sheet
 - 9. Maxwell, Gunter or other, as appropriate

Section III, Section IV –

- Complete items 24a-25d; please note this information is for local emergency contact and is someone other than the parent/sponsor with whom the child(ren) live. In the event of an emergency, school personnel attempt to contact the parent/sponsor first, then the local emergency contact. Information should reflect address and phone number where he/she can be reached during school hours. **Registration will not be considered complete without this information.**
 - Optional-If your child will be attended by a home care provider before or after school, it would be helpful to have this name, address and phone number on file.
- Complete items 26a-26d; this may be another local contact or a family member (i.e. grandparent, aunt, adult sibling)

Section V –

- Read the Consent Statement and complete items 27-29, and 32.
- 32. Media Release is requested for participation of your child(ren) in publicized school functions, activities and honors, and may include: school yearbook, class pictures, publicized base-sponsored activities, local newspapers, school video, and/or local television coverage. **No pictures are released over the Internet or for commercial purposes.** If you choose not to give this permission, your child *may* be excluded from publicized activities without further contact with you.

Questionnaire for Race/Ethnicity and Home Language and **Computer/Internet Agreement**

– Complete one form for each school-age child. Refer to instructions on form.

Reviewing the completed packet:

- Complete all requested information
- Check birth dates (month/date/year)
- Verify correct student SSN (Section 1,f.) or sponsor SSN (Section II, 5)
- Return the completed packet to the school.