

STUDENT ENROLLMENT

Following is the procedure for registration of resident students entering school from outside the constituencies or from grade eight in a sending elementary school.

1. The parent should contact the guidance office to set up an appointment.

One of the following to establish residency	Plus one of the following groups
Deed to property, mortgage in lieu of deed, or tax bill	Voter registration record
Lease or tenant agreement	First page of federal income tax return
Sworn statement of a landlord if residing as a tenant without a lease	A form of personal identification.

2. Students must be accompanied by their parent.
 - Students must bring a transfer card from their last school attended, academic records, last report card, health records, and verification of date of birth.
 - Custody/Foster Agreement papers if applicable.

STUDENT INFORMATION DIRECTORY

The Student Information Directory includes a student’s name, address, grade level, date and place of birth, dates of attendance, major field of study, participation in District activities recognized by the Board of Education, weight and height relating to athletic team membership, degrees, awards, and the education agency most recently attended. The Family Educational Rights and Privacy Act (FERPA) affords parents and adult students (18 yrs or older) the right to opt out of the release of information from the Student Information Directory. With the exception of a parent or adult student requesting in writing that directory information about a student not be released, directory information may be:

- Released to recognized representatives of the Press for use in published reports on District activities, and
- Used in District publications and records, such as the newsletter, handbook, school newspaper, yearbook, honor roll or other recognition lists, graduation program, Board minutes, and administrative reports to the Board.

The Student Information Directory will be made available to educational, occupational, and military recruiters on an equal basis in accordance with FERPA and the GEHRHSD Policy 8830. Opt-out forms for the release of directory information are distributed to students during the first week of school and are available throughout the school year on the district (www.gehrhsd.net) and school websites. Completed and signed opt-out forms should be submitted to the student’s homeroom teacher. Additional information regarding FERPA can be found on the district and school websites as well as the USDOE website at: www.ed.gov/policy/gen/guid/fpco. All questions about this should be addressed to the student’s guidance counselor.

STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) affords parents and adult students (18 yrs or older) rights with respect to the student’s education records. A central file is maintained on each student in the Guidance Office. Additional information might be maintained in several other areas of the school. Records containing information relevant to the student’s education is available to parents or adults students. A member of the school staff responsible for the maintenance of the records (guidance and/or administration) will be present to provide interpretation of the records should you or your parents choose to review them. A parent or adult student may request to amend a record that the parent or adult student believes is inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. All such requests should be submitted in writing to the Principal. Please contact a guidance counselor or administrator for additional information.

GENESIS PARENT ACCESS

We are pleased to provide Genesis Parent Access to all homes via an easy-to-use website. Parent Access is a convenient collaboration tool that allows parents/guardians to enhance their involvement in their student’s academic progress online. Parents can view their child’s attendance, class assignments, grades (report cards and interim reports), discipline records, and schedule by going to your school website. To register, click on Genesis Parent Access under the Parent/Guardian tab and complete the registration form.

LUNCH PROGRAM

A balanced, nutritious breakfast and lunch will be available to students daily at a reasonable cost. Breakfast is available from 7:05-7:16 AM, except on days when lunch is not provided.

Free/Reduced and Paid Meal Tickets

- Applications will be distributed to students in September.
- Students who qualified for free or reduced price meals in the previous school year will continue to qualify in September until the new applications have been evaluated by October 1.
- If qualified, a student’s ID is also his/her lunch ticket.
- Information on free, reduced price and paid meal tickets is available in the school office.
- Contact the Vice Principal for information regarding the lunch program.

Pre-Payment

Families now have the ability to prepay their child’s lunch expenses. Simply write a check to Sodexho including your child’s full name and ID number as it appears on his/her ID card. The student will then only need to swipe his/her ID card to purchase food. Questions may be directed to the Food Service Director at 609- 909-2620.

IDENTIFICATION BADGES

Students are issued identification badges at the beginning of each school year. For security and safety reasons, students will be required to carry their ID badges while in