

# Pelham High School New Student Registration

1. Please fill out all paperwork in the registration packet:
  - a. New Student Information form
  - b. Authorization for Record Release form
  - c. Bus Request Form for bus transportation
  - d. Free/Reduced Lunch Application can be mailed directly to food services or we can deliver it
  
2. Please call the College and Career Counseling Department at 603-635-2116 to set up an appointment with your student's school counselor.
  
3. Bring the completed paperwork along with the following documents:
  - a. Birth Certificate
  - b. Proof of Residency Documents (2) – see Residency Affidavit
  - c. Proof of Guardianship/Custody (if applicable) – Divorce decree regarding custody or legal guardianship document
  - d. Academic Records from the school from which student has been withdrawn– transcript or, if incoming 9<sup>th</sup> grader, copies of report cards
  - e. Immunization record including proof of a physical within the last year
  
4. You will receive an e-mail with a link which will give you access to New Student Registration via PowerSchool Parent Portal, our student data collection system. The e-mail will link you directly to the site, or go to the District website and click on the link for the Online Registration; you will see a link for New Registrations. **This information MUST be completed before your student can start school.**

## PHS School Counselors -

Heather Kress  
Holly Emmett  
Erica Erelli



# Pelham School District Residency Affidavit

**Student Name:** \_\_\_\_\_

**Student's Home Address:** \_\_\_\_\_  
(use actual street address)

**Student Lives with:** \_\_\_\_\_

New Hampshire law provides that no one may send a pupil to school in any school district in which the pupil is not a "legal resident" without the consent of the School Board. The "legal residency of a minor child" is determined by RSA 193:12. In some situations, parents will be required to submit portions of court decrees or parenting plans relevant to residency to the school.)

(Circle which one applies)

1. Parents live together. The legal residence of a minor student is where his or her parents reside.
2. Parents live apart but are not divorced. Legal residence is the residence of the parent with whom the child resides.
3. Parents are divorced with joint decision-making authority or joint legal custody. Residence is the residence of the parent with whom the child resides.
4. Parents are divorced and the decree or parenting plan specifies the student will go to school in Pelham and one of the parents resides in Pelham.
5. Other (Please provide details):

Initial

\_\_\_\_\_ I (We) understand and acknowledge that the truth of the information contained in this Affidavit will be relied upon by the School District in determining the legal residence of the student and the student's right to be provided with a free education at the expense of the Pelham School District in accordance with the education laws of the State of New Hampshire.

\_\_\_\_\_ I (We) certify, swear, and affirm that the information contained herein is true, accurate and complete under pains and penalties of New Hampshire law.

\_\_\_\_\_ I (We) understand that providing misleading or false information about a student's residence is a criminal offense under RSA 641:2, RSA 641:3, and RSA 641:7. In addition, if this Affidavit is untrue, I (we) agree to pay tuition for my (our) child/children to the Pelham School District.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please attach copies of two documents establishing residence acceptable to the district (see reverse) and a copy of a guardianship order, parenting plan or parent custody order, if applicable.

## **Proof of Residency Documents**

Proof of residency documents are documents that indicate where a parent or guardian currently resides. Drivers licenses and passports are not listed as proof of residency documents because they remain in effect for long periods of time and may not list a current address even though the law requires that the addresses be kept up to date. Pelham requires two different proofs of residency.

**Documents must be recent, within the past 90 days.**

Acceptable proofs of residency include:

- Current property tax bill;
- Current signed lease agreement;
- Current purchase and sale agreement (if moving into the District);
- Current rent receipts;
- Current electric, gas, oil, and/or water bill;
- Bank statement;
- Public assistance card;
- Current credit card bill.

For parents who are divorced or for guardians, the District requires copies of the parenting and guardianship orders.

# **Pelham School District**

## **NEW Students Registration Information**

**Name:** \_\_\_\_\_  
                            Last  First  Middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Birthplace (City State) \_\_\_\_\_ Gender \_\_\_\_\_

Incoming Grade: \_\_\_\_\_ Date 1st entered U.S. if born outside U.S. \_\_\_\_\_

**What is the student's race?**

American Indian or Alaskan Native;  Asian or Pacific Islander;  Black (Not of Hispanic Origin);

Native Hawaiian;  White (Not of Hispanic Origin);  Hispanic

School: \_\_\_\_\_ School Year \_\_\_\_\_ Start Date: \_\_\_\_\_

**Parent Information:**

Mother/Guardian 1 Name: \_\_\_\_\_

Mother/Guardian 1 E-mail: \_\_\_\_\_

Mother/Guardian 1 Cell Phone: \_\_\_\_\_

Father/Guardian 2 Name: \_\_\_\_\_

Father/Guardian 2 E-mail: \_\_\_\_\_

Father/Guardian 2 Cell Phone: \_\_\_\_\_

Step-Parent: \_\_\_\_\_

Step-Parent E-mail: \_\_\_\_\_

Step-Parent Cell Phone: \_\_\_\_\_

**Proof of Residency:** #1 \_\_\_\_\_

#2 \_\_\_\_\_

**Immunization Record:** \_\_\_\_\_ **Release of Records:** \_\_\_\_\_ **Birth Certificate:** \_\_\_\_\_

School Transferring from:

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Last grade attended: \_\_\_\_\_

**Siblings at PES or PMS?**

**Student Lives With (circle):** Both Parents, Mother, Father, Guardian, Other \_\_\_\_\_

**Office use only:**

**Student ID#** \_\_\_\_\_ **SASID:** \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF RECORDS**

<b>Student's Name</b>		<b>Date</b>
<b>Date of Birth</b>	<b>Grade</b>	<b>Previous School Attended</b>
<b>School Address</b>		<b>City, State, Zip</b>
<b>School Phone</b>	<b>School Fax</b>	

The above named school has my permission to release the following information concerning my child:

- SASID (for NH schools only)
- Grades to Date of Withdrawal
- Transcript
- Discipline Records
- Attendance Records
- Standardized Intelligence Test Scores
- Standardized Achievement Test Scores
- Health Records
- Special Education Records

This release is in accordance with the provisions of the Family Educational Rights and Privacy Act.

<b>Parent/Guardian Signature*</b>	<b>Relationship to Student</b>
-----------------------------------	--------------------------------

\*Parental permission is no longer required when authorized school personnel request records. Records also cannot be withheld due to obligations; reference Family Educational Rights and Privacy Act, Final Rule of Education Records, Federal Register, June 17, 1976, Vol. 1, No. 319, Page 24673.

Please mail to:

**Belinda Dowdle  
Pelham High School  
College & Career Counseling Department  
85 Marsh Road  
Pelham, NH 03076**

**bdowdle@pelhamsd.org  
Phone: 603-635-2116  
Fax: 603-635-3994**

# BUS REQUEST AND CHANGE FORM

**Date:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

**Status (check one):** \_\_\_ **New Student** \_\_\_ **Address Change** \_\_\_ **Delete**

**School (check one):** \_\_\_ **High School** \_\_\_ **Middle School** \_\_\_ **Elementary**

**Student Name:** \_\_\_\_\_

**Student ID #** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**New Address:** \_\_\_\_\_

**Old Address:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **To Be Completed By Bus Company:**

**Date Received:** \_\_\_\_\_ **Processed By:** \_\_\_\_\_

**Bus #** \_\_\_\_\_ **Bus Stop:** \_\_\_\_\_

**Estimated AM Pick-Up Time:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

(Please Allow 48 Hours To Process Request)

Student's name (Please Print) \_\_\_\_\_

## PERMISSION TO PUBLISH AND PHOTOGRAPH

Dear Parents/Guardians:

As part of your son's/daughter educational program, (s)he will have the opportunity to publish documents and participate in projects on the World Wide Web. We think this is an exciting and enriching opportunity for our students. These documents might include:

- A story, article, poem
- artwork
- a science or research project
- a photograph from an activity , a sport, or a club
- a collaborative project
- student's name (middle and high school only)

We will publish these documents only with your written permission. Please consider the following guidelines, then sign and return this form to your child's school. Thank you for your cooperation.

Pelham School District Guidelines:

- Published documents may not include a student's phone number, street address or box number.
- Documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in after school activities.
- Documents must conform to Pelham School District Policy and established school guidelines.

Additionally, documents to be published on the World Wide Web must be edited and approved by a referring teacher and school principal before publication.

My child, (please print) \_\_\_\_\_, \_\_\_\_\_ **HAS my permission**  
\_\_\_\_\_ **DOES NOT HAVE my permission** to publish documents on the Pelham School District web site as described above.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

# Pelham High School

85 Marsh Road  
Pelham, NH 03076

....**The Mission of Pelham High School** is to educate our students as life-long learners to meet the challenges of the 21<sup>st</sup> century so that they may pursue life goals, participate fully as active citizens, and be socially responsible members of the global community.

To: New Registrants Parents/Guardians

Re: Health Immunizations/Physical Examinations

The State of New Hampshire's immunization requirements are now very specific.

The law now state, **"No child shall be admitted or enrolled in public or private, primary or secondary schools or child care agency without showing documentation, as defined in He-P 301.01 (n), of having received age-appropriate and acceptable immunization in accordance with current department immunization requirements," or a medical or religious exemption.**

Pelham School District policy states that each **child must have had a complete physical examination within one calendar year before transferring to Pelham School District.**

Parents of students transferring to the District must present proof of meeting the physical examination and immunization requirement. Failure to comply with this provision may result in exclusion from school for the child.

School Nurse

Main Office  
(603) 635-2115

College and Career Guidance  
(603) 635-2116, (603) 635-6907

School Nurse  
(603) 635-6906

Special Education  
(603) 635-6901

Athletic Director  
(603) 635-9652

Fax  
(603) 635-3994



**PELHAM SCHOOL DISTRICT POLICY**  
**JLCA – PHYSICAL EXAMINATIONS OF STUDENTS**

*Category: Recommended*

Each child must have a complete physical examination within one year preceding first entry to school. The Board recommends that physical exams also be completed before entry into middle school and again before high school. No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

Parents of students transferring to the District must present proof of meeting the physical examination requirement prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.

Prior to participation on a school athletic team, students must provide written documentation that they have passed a physical. Such exam must be completed at least once every school year. This requirement does not apply to students participating in intramural athletics. The school may schedule physical exams; any student who misses the scheduled physicals must present evidence of a physical exam from his/her own licensed health care provider.

No child shall be excused from regular physical education except on the written notice of a duly licensed health care provider or on the written request of the parents, subject to the Superintendent's approval, in which case an alternative program shall be provided. The physical education teacher, school nurse, or principal, upon the request of the parents, may grant temporary excuses on a day-to-day basis.

Parent Notification – Certain Circumstances

Pursuant to No Child Left Behind and the Protection of Pupil rights Amendment, if the District utilizes federal money to perform physical exams or screenings on students, the District will notify parent(s) of such physical exam or screening and will allow the parent's to "opt out" their child of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing or vision screenings, or any physical exam or screening permitted or required under state law.

---

**District Policy History:**

*Adopted: April, 2003*

*Revised: October, 2004*

*Revised: February, 2007*

**PELHAM SCHOOL DISTRICT POLICY  
JLCA – PHYSICAL EXAMINATIONS OF STUDENTS**

*Category: Recommended*

**Legal References:**

*RSA 141-C:20-c, Exemptions*

*RSA 200:32, Physical Examination of Pupils*

*RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse*

*NH code of Administrative Rules, Section ED. 311.03, Physical Examination of Students*

*No Child Left Behind, title II, Sec 1061*

*Protection of Pupil Rights Amendment, 20 US.C. 1232h; 34 C.F.R. Part 98*

*See Appendix: JLCA-R*