

# Skyline Schools New Student Enrollment Checklist

Please bring the following information:

- Birth Certificate
- Social Security Card
- Shot Records
- IEP (if applicable)
- High School Transcript (for students 9-12)
- Proof of Residency (ex. mail with physical address)

# Hickory County R-1 Skyline Schools

Route 71 Box 838, Urbana, Missouri 65767

Dr. Mark Beem  
Superintendent

Mr. Randy Dougherty  
9-12 Principal

Mrs. Kelli Cheek  
9-12 Counselor

Mr. Jason Blair  
5-8 Principal

Mr. Jason Pursley  
PreK-4 Principal

Mrs. Tammy Smith  
PreK-8 Counselor

## ***Request for Release of Student Records***

We are requesting records for:

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The following information should be included:

- ✓ **Academic Records** (Grades & Achievement Test Scores)
- ✓ **Health & Immunization Records**
- ✓ **Attendance Records**
- ✓ **Discipline Records**
- ✓ **Psychological/Education Testing**
- ✓ **A+ records if applicable (High School only)**
- ✓✓✓ **SPECIAL EDUCATION RECORDS** Including Current I.E.P & Evaluation Information. (If needed, please forward this request on to the appropriate office in the district.)

### ***Records for students Kindergarten through 4th Grades should be sent to:***

Hickory County R-1, ATTN: Ashley Mabary, Route 71 Box 838, Urbana, Missouri 65767  
Phone: 417-993-4225, Fax: 417-993-0216

### ***Records for students 5th through 8th Grades should be sent to:***

Hickory County R-1, ATTN: Misty Brown, Route 71 Box 838, Urbana, Missouri 65767  
Phone: 417-993-4254, Fax: 417-993-5948

### ***Records for students 9th through 12th Grades should be sent to:***

Hickory County R-1, ATTN: Kelli Cheek, Route 71 Box 838, Urbana, Missouri 65767  
Phone: 417-993-4226, Fax: 417-993-5947

This transfer is provided for in the Family Educational Rights and Privacy Act of 1974, as amended June 17, 1976. The new regulations no longer require an acknowledgment for the parent or eligible student that he or she has received notification before records may be released to other educational institutions.

Previous School Attended:

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

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

City, State & Zip: \_\_\_\_\_

Phone/Fax Number: \_\_\_\_\_

**Skyline Schools**  
**2016-2017**  
**Student Enrollment**

Student's Social Security # \_\_\_\_\_ *Must Have*      Date Entered \_\_\_\_\_

Teacher \_\_\_\_\_      Grade \_\_\_\_\_

Name \_\_\_\_\_      Boy  Girl   
*Last*                                      *First*                                      *Middle*

Home Address \_\_\_\_\_  
*Rte.*                      *Box*                      *City*                      *State*                      *Zip*

Home Phone # \_\_\_\_\_      County you Live In \_\_\_\_\_

Emergency Name and Phone # \_\_\_\_\_

Date of Birth \_\_\_\_\_      Place of Birth \_\_\_\_\_      Age \_\_\_\_\_

Ethnicity:     Hispanic/Latino or of "Spanish Origin"     Non-Hispanic

**Race (only if marked Non-Hispanic)**

White                       Black or African American                       Native Hawaiian or Other Pacific Islander  
 American Indian or Alaska Native                       Asian

Has your family moved within the past six years to obtain temporary or seasonal farm-related work?     Yes     No

Is English the primary language spoken in your home?     Yes     No  
(If no, what is the primary language? \_\_\_\_\_)

**Parent Information**

*Parent/Guardian email address (if available):* \_\_\_\_\_

Father's Name \_\_\_\_\_  
Phone \_\_\_\_\_

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

Mother's Name \_\_\_\_\_  
Phone \_\_\_\_\_

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

***If Applicable***

Step-Father's Name \_\_\_\_\_  
Phone \_\_\_\_\_

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

Step-Mother's Name \_\_\_\_\_  
Phone \_\_\_\_\_

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

Legal Guardian's Name \_\_\_\_\_  
Phone \_\_\_\_\_

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

**With Whom Does the Child Reside:**

Mother    Father    Step-Mother    Step-father    Other\_\_\_\_\_

**Please list all children presently living in your home from oldest to youngest.**

<i>Name</i>	<i>Age</i>	<i>Name</i>	<i>Age</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please list all persons authorized to pick up your child.**

_____	_____
<i>Name</i>	<i>Phone Number</i>
_____	_____
<i>Name</i>	<i>Phone Number</i>
_____	_____
<i>Name</i>	<i>Phone Number</i>
_____	_____
<i>Name</i>	<i>Phone Number</i>

# Transportation Data Form

Parent/Guardian Name: \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_

Name and Number of Person to Contact in case of emergency: \_\_\_\_\_

\_\_\_\_\_

**Please list all school age children in your household that ride the bus:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**A.M. Bus #** \_\_\_\_\_

Is this pick-up from home or other ?

If **other** please specify: \_\_\_\_\_

Directions from pick-up point to school: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**P.M. Bus #** \_\_\_\_\_

Is this drop-off at home or other ?

If **other** please specify: \_\_\_\_\_

Directions from school to drop-off: (*Need only complete if different than above*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Hickory County R-1

## Safe Schools Act Student Discipline Enrollment Information

Date \_\_\_\_\_

In accordance with the Missouri Safe Schools Act of 1996, this district requires that parents provide criminal and school disciplinary information. To implement that law, this district's Board policy requires that the following questions be answered by parents/legal guardians enrolling students.

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_

Address of Parent/Legal Guardian \_\_\_\_\_

1. Is the above student presently under suspension or expulsion from another school district?  YES  NO

If yes, please describe \_\_\_\_\_

2. Has the above student been convicted or charged with any of the following crimes: Please check all that apply and indicate offense.)

1. First degree murder under #565.020, RSMo

2. Second degree murder under #565.021, RSMo

3. First degree assault under #565.050, RSMo

4. Forcible rape under #566/030, RSMo

5. Forcible sodomy under #566.060, RSMo

6. Robbery in the first degree under #569.020, RSMo

7. Distribution of drugs to a minor under #195.212, RSMo

8. Arson in the first degree under #569.040, RSMo

9. Kidnapping, when classified as a class A felony under #565.100, RSMo

In accordance with #167.171, RSMo no student may be readmitted or enrolled in the school who has been convicted of or charged with an act which if committed by an adult would be one of the above. Nothing in the law shall prohibit the readmittance or enrollment of any student if a charge has been dismissed, or when a student has been acquitted of any of the above offenses.

*I attest that all the above information is correct and true:*

\_\_\_\_\_  
(Parent/Legal Guardian Signature and Date)

# Hickory County R-1 Student Enrollment Checklist

## *Parent/Guardian*

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

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

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

## *Student*

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

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

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth \_\_\_\_\_

### Address Verification – Parent/Guardian (Attach Copy of Document)

- Tax Bill – Personal Property/Real Estate
- Lease Signed by Both Parties
- Real Estate Contract Signed by All Parties
- Utility Bill
- Utility Deposit Receipt
- Other \_\_\_\_\_

### Basis for Admission of Student (Section 167.020, RSMo)

- Resides with Parent in District
  - Resides with Legal Guardian in District – Copy of Court Order Must be Attached
  - Student is less than 21 years of age and lacks a fixed, regular and adequate nighttime residence (homeless child) because student is
    - living on the street, in a car, abandoned building or other form of shelter not designated as a permanent home
    - living in a community shelter facility
    - living in transitional housing for less than one year
  - Student is less than 21 years of age and has a permanent or temporary home in the district and
    - is an orphan or has only one parent living
    - parents do not contribute to his or her support
  - Student's parents own real estate in the district provided
    - 80 acres or more are used for agricultural purposes
    - parent's residence is on real estate
    - at least 35% of the real estate is in the district
    - parent notified district on or before June 30<sup>th</sup> that student would be attending school in the district
- (To be eligible for admission all 4 conditions above must be met)

- Transportation hardship as agreed by both districts

Additional information supporting admission decision (address, location of where student is living, etc.) \_\_\_\_\_

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## Waiver Information

- Student Denied Admission      Date of Denial \_\_\_\_\_
- Waiver Requested              Date of Request \_\_\_\_\_

### Waiver Requested by

- Parent or Legal Guardian
- Student – Must be at Least 18 Years Old

### Reason for Waiver Request

- Parent is Teacher Under Contract with the District or other Regular Employee of District
- Student is Living with Unrelated Person for Reasons other Than Attending School in the District
- Student is Living With Grandparents or Other Relative for Reasons Other Than Attending School in the District

Name of Person/Relative \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Reason Why Student is Living With Person/Relative \_\_\_\_\_

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- Other Hardship or Good Cause Basis for Waiver (Can not Be Athletics) Explain: \_\_\_\_\_
- 
- 

Waiver Hearing Date (Must be Within 45 Days of Request) \_\_\_\_\_

- Student Admitted Pending Decision on Waiver Request  
Date Student Admitted \_\_\_\_\_

Waiver Granted              Date \_\_\_\_\_

Waiver Denied              Date \_\_\_\_\_

Date of Student Permanent Admission: \_\_\_\_\_



# Hickory County R-1 Student Enrollment Affidavit

Name of Student: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Parent Guardian Name: \_\_\_\_\_

I am the parent/legal guardian of \_\_\_\_\_ and I am providing this affidavit in support of the enrollment of my child in the Hickory County R-1 school district. My child is not currently under suspension or expulsion from any school district he/she has previously attended. I understand that it is a criminal offense (class B misdemeanor - Section 167.023 RSMO) to give false information concerning prior disciplinary actions taken against my child. I also understand that if this school district admits my child based on false information which I gave, I may be required to pay the school district for its costs in educating my child. (Section 167.023 RSMO)

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

Date: \_\_\_\_\_

Subscribed and sworn to before me, a notary public on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_, Notary Public

My Commission Expires: \_\_\_\_\_

Commissioned in \_\_\_\_\_ County, Missouri

## Hickory County R-1 Calendar 2016-2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August (15)

August 8 & 9 Teacher Workshop Days  
 August 9 Open House 4:30-7:30p.m.  
 August 10 Offices Closed

August 11 Opening Day of School

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### September (20)

September 5 Labor Day (No School)

September 26 PDC Day (No School)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### October (20)

October 13 Early Out 12:45 p.m., Parent/Teacher Conf. 1:15-7:15

October 14 No School

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### November (18)

November 7 No School PDC Day

November 23-25 Thanksgiving Break (No School)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### December (14)

December 20 Early Out 12:45 End of First Semester

December 21-January 2 Christmas Break

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### January (20)

January 2 Teachers Return to School

January 3 Students Return to School

January 16 No School Martin Luther King Day (PDC Day)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### February (18)

February 17, 20 No School

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### March (20)

March 16, 17 & 20 Spring Break

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### April (19)

April 14 Easter Break (No School)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### May (8)

May 10 Last Day of School - Early Out 12:45p.m.

May 11 & 12 Teacher Workshop Days

May 5 Graduation

172 Days School 8:20 a.m. -3:07 p.m.  
 Snow Make-Up Days: Dec. 21, Jan. 2, Jan. 16, Feb. 17, Feb. 20, Mar. 16, 17 & 20, Apr. 14