

# INFORMATION FOR CUMULATIVE RECORD

Oak Ridge Schools  
Oak Ridge, Tennessee

Completing this form constitutes parental permission for preparation of the pupil's cumulative record.

Birth Certificate on file \_\_\_\_\_  
TN Health Record \_\_\_\_\_  
SSN card on file \_\_\_\_\_  
Previous School Record \_\_\_\_\_  
Checked EIS \_\_\_\_\_  
Enrolled (first time this year) \_\_\_\_\_  
Transferred Enrollment \_\_\_\_\_  
Enrolled from Out-of-State \_\_\_\_\_  
Medication Form \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

ENROLLMENT DATE: \_\_\_\_\_

Teacher first assigned to: \_\_\_\_\_

Has your child ever attended Oak Ridge Schools? Y or N

PUPILS SOCIAL SECURITY NUMBER \_\_\_\_\_  
(Optional)

GRADE \_\_\_\_\_

PUPILS FULL LEGAL NAME \_\_\_\_\_ Generation \_\_\_\_\_  
Last First Middle (Jr., Sr., II, III etc.)

Preferred Name \_\_\_\_\_ Gender (circle one): Male Female  
First Last

Pupil's Home Phone ( ) \_\_\_\_\_ Mother's Maiden Last Name \_\_\_\_\_  
Father's Name \_\_\_\_\_

Birthdate (mm/dd/yyyy) \_\_\_\_\_ Birth City \_\_\_\_\_ Birth Country \_\_\_\_\_  
Birth State \_\_\_\_\_ Birth Country \_\_\_\_\_

Immigrant \_\_\_\_\_ Date entered Country \_\_\_\_\_ Immigrant from \_\_\_\_\_ Year started school \_\_\_\_\_

Ethnic Code \_\_\_\_\_ (circle one Hispanic/Latino, Non-Hispanic/Latino)

Race \_\_\_\_\_ 1-American Indian or Alaska Native 2-Asian 3-Black or African American 4- Native Hawaiian or Other Pacific Islander 5-White

\*Home Language \_\_\_\_\_ Requires Translator Y N

Physical Address: \_\_\_\_\_ Apt \_\_\_\_\_  
City State Zip County

Mailing Address: \_\_\_\_\_ Apt \_\_\_\_\_  
(if different) City State Zip County

Previous Physical Address: \_\_\_\_\_ Apt \_\_\_\_\_  
City State Zip County

**In Order to Attend Oak Ridge Schools**, a student must be a legal resident of Oak Ridge or have an approved tuition contract. Legal residence is defined as living with a legal custodial parent or legal guardian who is domiciled (living) in Oak Ridge. If the legal custodian or guardian moves out of the Oak Ridge city limits during the school year, Pupil Services must be notified immediately. *Please provide school with appropriate legal documentation from judicial system regarding divorce/custody restrictions, orders of protection or power of attorney.*

Please complete information below:

### ENGLISH LANGUAGE LEARNER INFORMATION\*

What is the first language this child learned to speak? \_\_\_\_\_

What language does this child speak most often outside of school? \_\_\_\_\_

What language do people usually speak in this child's home? \_\_\_\_\_

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

Within the last two years has your child been served by:

CDC Placement \_\_\_\_\_  
 A Title 1/Chapter 1 Program \_\_\_\_\_  
 An Individual Education Plan (IEP) \_\_\_\_\_  
 An English as Second Language (ESL) Program \_\_\_\_\_  
 Home School \_\_\_\_\_

A 504 Program \_\_\_\_\_  
 A Gifted Program \_\_\_\_\_  
 A Speech Clinician \_\_\_\_\_  
 Other \_\_\_\_\_

If yes to any of the above, please provide explanation or documentation. \_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_

Health problems or physical limitations: \_\_\_\_\_

Medication(s): \_\_\_\_\_  
 (If medications are listed, please complete the form for Authorization for Medications.)

Is your child currently under a discipline action (suspension/expulsion) in another school system? Y or N  
 Explain: \_\_\_\_\_

Any additional information you feel is relevant to the enrollment and services for your child. \_\_\_\_\_

**SCHOOL HISTORY** List all schools attended (including Oak Ridge)

Date Entered	Grade	School, City and State	Date Left	Date Entered	Grade	School, City and State	Date Left

**BROTHERS AND SISTERS** Give last name if different

Name	Sex	Yr. of Birth	Grade or Occupation	Name	Sex	Yr. of Birth	Grade or Occupation

I certify that all of the above information is true and correct and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws. I also certify that I am the parent, legal custodian/legal guardian of the child identified on this enrollment form.

PARENT OR LEGAL GUARDIAN SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

<b>CONTACTS FOR:</b>	(Last)	(First)	
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**ONE NAME PER CONTACT - MAILINGS WILL BE SENT TO CONTACT 1**

<p><b>CONTACT 1:</b> (Person with whom the student is living.)</p> <p>Name: _____</p> <p>Relationship: _____ (own, step, foster, other)</p> <p>Home Phone: ( ) _____</p> <p>Work Phone: ( ) _____</p> <p>Cell Phone: ( ) _____</p> <p>Address: _____ (mailings will go to this address)</p> <p>Active Duty__ National Guard__ Reserve Military ____</p> <p>Email Address: _____</p> <p>Employer: _____</p> <p>Year of Birth _____ Birthplace _____</p> <p>Education Completed: _____</p>	<p><b>CONTACT 2:</b> (Allowed to check student in/out Y N)</p> <p>Name: _____</p> <p>Relationship: _____ (own, step, foster, other)</p> <p>Home Phone: ( ) _____</p> <p>Work Phone: ( ) _____</p> <p>Cell Phone: ( ) _____</p> <p>Address: _____</p> <p>Active Duty__ National Guard__ Reserve Military ____</p> <p>Email Address: _____</p> <p>Employer: _____</p> <p>Year of Birth _____ Birthplace _____</p> <p>Education Completed: _____</p>
<p><b>CONTACT 3:</b> (Allowed to check student in/out Y N)</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>Home Phone: ( ) _____</p> <p>Work Phone: ( ) _____</p> <p>Cell Phone: ( ) _____</p> <p>Address: _____</p>	<p><b>CONTACT 4:</b> (Allowed to check student in/out Y N)</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>Home Phone: ( ) _____</p> <p>Work Phone: ( ) _____</p> <p>Cell Phone: ( ) _____</p> <p>Address: _____</p>

**STUDENT DIRECTORY INFORMATION** (Please refer to the form in the discipline handbook, for more detailed information concerning directory information): The school, in conjunction with certain activities or certain community organizations may publish the names and addresses of students achieving awards or other recognition. If you do not want your child's name and/or address released as general student directory information you need to complete an opt- out form and return it to the building level principal. This form is located in the school office. A new opt-out form must be submitted at the beginning of each school year the student is enrolled.

**Will your child be riding the bus?** am \_\_\_\_\_ pm \_\_\_\_\_ both \_\_\_\_\_ If your child is an elementary or middle school student and rides the bus to a different address than the physical address listed above, please indicate their after school destination. \_\_\_\_\_

Please notify the office in writing if the transportation mode changes.

July 2020						
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 2020						
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					

September 2020						
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			

October 2020						
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

November 2020						
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					

December 2020						
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		

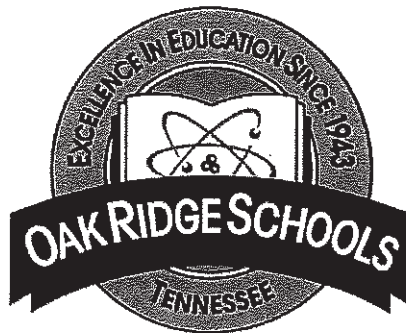
# Oak Ridge Schools District Calendar 2020-2021

Counselors/Facilitators Report: July 6<sup>th</sup>  
 Teachers Report: July 20<sup>th</sup>  
 Students Report - Early Dismissal Districtwide: July 29<sup>th</sup>  
 Early Dismissal K-8 Only: July 30<sup>th</sup>  
 Labor Day Holiday: September 7<sup>th</sup>  
 Fall Break: September 28<sup>th</sup>-October 9<sup>th</sup>  
 Fall School Intersession: September 28<sup>th</sup>-October 1<sup>st</sup>  
 Fall Parent/Teacher Conferences: October 20<sup>th</sup>/21<sup>st</sup>  
 Early Dismissal Elementary Only: October 20<sup>th</sup>

Election Day - No School: November 3<sup>rd</sup>  
 Thanksgiving Break: November 25<sup>th</sup>-27<sup>th</sup>  
 Winter Break Early Dismissal Districtwide: December 18<sup>th</sup>  
 Winter Break: December 21<sup>st</sup>-January 4<sup>th</sup>  
 Staff Professional Development - No Students: January 4<sup>th</sup>  
 Students Report: January 5<sup>th</sup>  
 Dr. Martin Luther King Jr. Holiday: January 18<sup>th</sup>

Winter Parent/Teacher Conferences: February 10<sup>th</sup>/11<sup>th</sup>  
 Early Dismissal Elementary Only: February 11<sup>th</sup>  
 Spring Break: March 15<sup>th</sup>-26<sup>th</sup>  
 Spring School Intersession: March 15<sup>th</sup>-18<sup>th</sup>  
 Good Friday Holiday: April 2<sup>nd</sup>  
 ORHS Commencement: May 27<sup>th</sup>  
 Student Last Day - Early Dismissal Districtwide: May 28<sup>th</sup>  
 Memorial Day Holiday: May 31<sup>st</sup>

Teacher Last Day: June 1<sup>st</sup>



1 <sup>st</sup> Quarter Days	42
2 <sup>nd</sup> Quarter Days	46
3 <sup>rd</sup> Quarter Days	48
4 <sup>th</sup> Quarter Days	44
<b>Total Instructional Days</b>	<b>180</b>

January 2021						
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						

February 2021						
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						

March 2021						
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			

April 2021						
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	

May 2021						
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					

June 2021						
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			

School: \_\_\_\_\_ Grade: \_\_\_\_\_ New Student: YES NO

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

# First Student

Request for Bus Service

In compliance with ORS transportation provider, **First Student**, and to new state laws, it is required that each student have an assigned bus number in order for them to ride the bus to or from school. **Every ORS student will be required to complete this Request for Bus Service Form before the bus number is assigned. First Student will honor bus requests on the 15<sup>th</sup> and 30<sup>th</sup> of each month. PLEASE, DO NOT PUT YOUR CHILD ON A BUS UNTIL YOU RECEIVE WORD OF APPROVAL FROM THEIR RESPECTIVE SCHOOL OFFICE.**

*Students will not be allowed to ride another bus other than the one they are assigned to without a bus pass from their respective school which the student will then provide to the driver.*

Student Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

If your student rides the bus to or from a different address listed above, please indicate that address:

AM: \_\_\_\_\_ PM: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M F (circle one)

Emergency Contact/Phone # \_\_\_\_\_

**People Authorized (including parents) to get Kindergarten Student off the bus** (they may be asked to provide ID):

AM Bus Service: YES NO (circle one) PM Bus Service: YES NO (circle one)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School Office Personnel:** Please fax this completed form to Transportation Department at 425-1884 (no cover sheet required). Requests will be honored the 15<sup>th</sup> & 30<sup>th</sup> of each month, unless student is NEW to Oak Ridge Schools. Your office will receive a faxed bus approval with transportation information.

Thank You,  
*Clifford Bunch*

**PARENTS ARE RESPONSIBLE FOR THE TRANSPORTATION OF CROSS BOUNDARY AND TUITION STUDENTS**

Rev. 7/27/17

OAK RIDGE SCHOOLS  
304 NEW YORK AVENUE  
OAK RIDGE, TN 37830

DEPARTMENT OF  
PUPIL SERVICES

TELEPHONE  
(865) 425-6009

STUDENTS ADMISSION PROCEDURES

Dear Parent or Guardian:

We want to welcome your children to Oak Ridge Schools and wish everyone well in starting their new classes. We welcome you as parents and promise you our dedicated efforts to help your children have a successful educational program.

KINDERGARTEN PRE-REGISTRATION

To help school officials know approximately how many kindergarten children will be enrolling in each school and to simplify registration this summer, we ask that you complete an enrollment form which is available at each elementary school. According to Tennessee State Law, children must reach their fifth birthday by **August 15<sup>th</sup>** to be eligible for kindergarten. State Law also requires that, prior to attending first grade all children must have attended an approved kindergarten program.

May 6 – May 10 2019 is kindergarten pre-registration and the first step in enrolling your child in kindergarten. **THE REGISTRATION PROCESS IS TO BE COMPLETED ON OR BEFORE JUNE 14<sup>TH</sup> BY GOING TO YOUR CHILD'S SCHOOL WITH ALL THE REQUIRED INFORMATION FOR ENTERING SCHOOL.** At that time, you will receive important information such as transportation, class materials, school lunch program, etc. relative to your child's school year.

If you move during the summer to another school in the Oak Ridge school district, you should call the school office to request that your child's registration form be sent to the school in the district into which you have moved.

REQUIRED ADMISSION INFORMATION FOR ALL STUDENTS IN K-12

When you come to your child's school to register, please bring the following:

1. Child's birth certificate (a certified copy for school records, not the hospital copy or Mother's copy).
2. Child's social security number or a copy of the card – **optional**.
3. The Tennessee Certificate of Immunization available from your doctor or Health Department consisting of two parts **which must be completed to begin school.**
  - A. **IMMUNIZATIONS:**

A Tennessee Certificate of Immunization shows the complete dates (month, day & year) the immunizations were administered.
  - B. **HEALTH EXAMINATION:**

A physical examination is required for all children entering Tennessee schools (K-12). Oak Ridge schools require a physical examination current since January 1<sup>st</sup> of the year the student will enter kindergarten. Students transferring to Oak Ridge from another state must present a physical examination current within one year from date of enrollment.
4. **(GRADES 1-12)** Provide the name, address and phone number of the school(s) where your child previously attended or provide report cards and withdrawal form.
5. **(GRADES 9-12)** Parents must call the Oak Ridge High School guidance office at (865)425-9607 to schedule a conference with a counselor.

Dr. Larrissa Henderson  
Director of Pupil Services

Revised April 2019

OVER

OAK RIDGE SCHOOLS  
304 NEW YORK AVENUE  
OAK RIDGE, TN 37830

DEPARTMENT OF  
PUPIL SERVICES

TELEPHONE  
(865) 425-6009

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Dr. Larrissa Henderson  
Director of Pupil Services

Revised April 2019

OVER



# Woodland Elementary

168 Manhattan Avenue  
Oak Ridge, TN 37830

Phone: 865-425-9501  
Fax: 865-425-9438

Principal  
D.T. Hobby  
[dhobby@ortn.edu](mailto:dhobby@ortn.edu)

Assistant Principal  
Melissa Blalock, Ph.D.  
[mhblalock@ortn.edu](mailto:mhblalock@ortn.edu)



Dear Woodland Parent:

We are introducing a new payment method in our school cafeteria. Students will now be allowed to purchase lunch by having their fingerprint scanned instead of using their ID cards. This new system is intended to help improve the efficiency, accuracy, speed, and cost-effectiveness of this process. This technology will not store your student's fingerprint in our system. Rather, the software converts your student's fingerprint into a mathematical algorithm which will remain in the system after the fingerprint is initially scanned. More simply, the fingerprints scanned from each student are converted to a set of numbers and those numbers are used to identify each student. There are no fingerprint images saved to the computer system.

In addition, both parents and students can rest assured that the biometric images cannot be used by law enforcement for identification purposes. The fingerprint scanner will help to expedite the process to get students their lunches and also eliminate potential for replacement cost of the ID badge. Our goal is to utilize this new technology as a means to best serve our students and families while also making sure we are protecting our student information.

In order for your student to participate in this new pilot program, Tennessee law requires your active consent. Please complete the form below and turn it into your homeroom teacher no later than Friday, February 28, 2020. If you consent to your student participating in this pilot program and the use of the fingerprint scanning device, indicate same and sign below. If you do not want your student to participate, please indicate same and sign below. Consent may be revoked at any time by providing notice to *Woodland Elementary School* administrators, in writing.

Respectfully,

Woodland Administration

I DO consent to my student's participation in the fingerprint scanner payment method as described above.

I DO NOT consent to my student's participation in the fingerprint scanner payment method as described above. I understand that my student will continue to use his/her ID card to pay for school lunch.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Parent Signature





## Introduction to Parents

Our school is about to implement state of the art identification equipment to protect your son or daughter from identity fraud. This new form of identification uses the finger and its image to uniquely identify. When we enroll a finger, we do take a variable amount of measurements and the style of the fingerprint. These measurements and style of fingerprint get converted to a number which gets encrypted and stored. If decrypted and given to someone, this someone cannot reverse the process since many variables are not present and no measurements, identifiers, or images are stored.

This form of identification is called Biometrics, which translated means measurements of human characteristics. **This is not fingerprinting.** Biometric measurements are used to create this enrollment; however, they are converted to something else entirely, "A number."

The system is one directional. Without the finger being placed on the reader, we have no knowledge of style of fingerprint or how many measurements went into the matching process to create this unique numeric.

Once this system is implemented your son or daughter is in complete control of their own identity. They only can be identified by placing their finger on the reader. This dramatically protects them from losing an id number or sharing that number with other students. If you have additional questions about the system, please contact us or the manufacturer.