



Ellendale Public School Student Registration

We are so glad you are registering your student at Ellendale Public School! Follow the steps below to begin the registration process.

Registering @ EPS:

1. Fill out this registration packet below, then save, download, and email it to office@ellendale.k12.nd.us or print it to turn into the school.
2. Call EPS to schedule a time to stop in to complete registration paperwork.
3. Bring your student's **birth certificate** and **immunization records** when you visit the school to complete paperwork.
4. If you are living outside of the EPS District, ask the office for an Open Enrollment form.

If you have any questions, please call the office during business hours for assistance.

EPS Office Hours: Monday-Friday 7:30 am - 4:00 pm

EPS Phone Number: 701-349-3232



Ellendale Public School Registration Information

Student's Legal Name _____ Grade _____

Birthdate _____ Gender _____ Ethnicity _____

Mailing Address _____ City _____ State _____ Zip _____

Physical Address (if different) _____

Home Phone _____ Cell Phone _____

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Father's Name _____ Email _____

Cell Phone _____ Home Phone _____

Place of Employment _____ Work Phone _____

Same as Above

Mailing Address _____ City _____ State _____ Zip _____

Physical Address (if different) _____

Check here if Non-Custodial Parent

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Mother's Name _____ Email _____

Cell Phone _____ Home Phone _____

Place of Employment _____ Work Phone _____

Same as Above

Mailing Address _____ City _____ State _____ Zip _____

Physical Address (if different) _____

Check here if Non-Custodial Parent

Other Guardian's Name _____ Email _____

Cell Phone _____ Home Phone _____

Place of Employment _____ Work Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Physical Address (if different) _____

Emer. Contact Name _____ Cell/Home Phone _____

Address _____ City _____ State _____ Zip _____

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Medical Information

Doctor Name _____ Clinic _____ Phone _____

Any medical problems/allergies _____

Any Medications Taken _____

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Legal Alert

Is anyone LEGALLY barred from seeing this student? YES NO
(Court Documentation and physical description must be provided to the school office)

Who? _____ Relationship to student: _____

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Education Needs

Does your student have an IEP? YES NO

Does your student have a 504? YES NO

Was your child in Title I? YES NO



EPS Student Residency Questionnaire

This questionnaire is intended to address the McKinney-Vento Act. Your answers will help the administrator determine residency documents necessary for enrollment of this student.

Name of Student: _____ Male: Female:

Birth Date: _____

Age: _____

Name of Parent(s)/Legal Guardian(s): _____

Name of Person(s) Student is Staying with: _____
(If Applicable)

1. Presently, where is the student living? Check one box:

- in a shelter
- with more than one family in a house or apartment
- in a motel, car or campsite
- with friends or family members (other than parent/guardian)
- Does not apply**

2. The student lives with:

- 1 parent
- 2 parents
- 3 parent & another adult
- 4 a relative, friend(s) or other adult(s)
- 5 alone with no adults or an adult that is not the parent or the legal guardian

Signature of Parent/Legal Guardian: _____

Date _____



Home Language Survey

Student Name: _____

Student's Grade: _____

Student's School: _____

The US Office of Civil Rights requires that schools identify possible English Language Learner students during enrollment. This Home Language Survey will be used as a tool to determine if your child is eligible for language support services (ELL). If a language other than English is used by you or your child and your child meets the Limited English Proficient definition, the school may give your child an English Language Proficiency Assessment. The school will share the results of the assessment with you.

What language(s) are spoken at home? _____

What language(s) do you use the most to speak to your child? _____

What language(s) does your child use the most at home? _____

What language(s) did your child learn when he/she first began to talk? _____

List other language(s) that your child has used with a grandparent or caretaker: _____

If available, in what language would you prefer to receive information from the school? _____

Has your child ever been in an English as a Second Language {ESL or ELL} Program? Yes No

Put an X in the boxes on the top line to show the grades your child has gone to school in the United States. Put an X in the boxes on the bottom line to show the grades that your child went to school in another country.

School	Grade													
Grade level attended school inside of the US	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
Grade level attended school outside of the US	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12

If your child has gone to school outside of the United States:

In which country or countries did your child go to school? _____

Which language or languages did your child learn in school? _____



**This form does not need to be filled out for incoming kindergarten students.*

AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

To: _____

Name of School _____ Phone number _____

Street Address _____ Fax Number _____

City, State, ZIP _____

Student's Name _____ Grade _____ Date of Birth _____

I hereby request and authorize that the following records for the above-named student be released and sent to Ellendale Public School.

For office use only below this line

- Grades transcript including credits earned and interpretation of grading system.
- Withdrawal grades.
- Attendance records including enrollment and withdrawal dates.
- Immunization Records.
- Standardized Testing Results.
- Physical Examination or Health Information (if applicable).
- All Discipline Records, specifically and information regarding suspension or expulsion and any pending disciplinary actions.
- Individualized Education Plans & Section 504 Plans (if applicable).
- EEN Records (if applicable).

Please address records to:

Ellendale Public School
 C/O _____
 321 N. First St
 PO Box 400
 Ellendale, ND 58436-0400

In Compliance with the Federal Regulations – Family Rights and Privacy Act, Final Rule on Educational Records – Federal Register Volume 41, Number 118, Page 24673 states that parental permission is no longer required to release records between schools or school systems when requested by authorized school personnel.

At this time, I am making such a request.

Sincerely, *Chip Sundberg, Superintendent*

Request Sent or Faxed _____ by _____

AN EQUAL OPPORTUNITY EMPLOYER

The Ellendale School District does not discriminate on the basis of race, national origin, sex, or handicap in its educational program, activities, and employment practices.

The request for records will not be submitted to the previous school until the registration meeting at EPS is complete.