

Nannie Berry Elem. SYR 2024-2025

Student Name _____ Last _____ First _____ Middle _____ Date _____ Grade _____

Birthdate _____ Age _____ Gender _____ City of Birth _____ County of Birth _____ State of Birth _____ Country of Birth _____

Race: _____ White _____ American Indian _____ Asian _____ Black/African American _____ Pacific Islander/Native Hawaiian _____ Check all that apply

Ethnicity: _____ Hispanic _____ Not Hispanic _____ Circle Child's t-shirt size: YXS YS YM YL XL Adult S Adult M Adult L (for fieldtrip t-shirts)

List sibling(s) currently attending the SCS: 1) _____ 2) _____ 3) _____ 4) _____

School Last Attended _____ Address _____ Phone _____ Dates _____

Custody: Mother _____ Father _____ Both _____ Other _____ Custody Papers On File In Office? Y or N _____ Non Custodial Parent May Pick Child Up From School? Y or N _____

Visitation Restrictions: _____ Non Custodial Parent May Attend School Functions and Join Child For Lunch? Y or N _____

Please List Any Person(s) Your Child Should NEVER Be Allowed Contact With. You Must Provide A Valid No-Contact Order For Us To Deny Contact With A Non-Custodial Parent.

Name _____ Relationship _____
Name _____ Relationship _____

Father/Guardian _____ Mother/Guardian _____

Address _____ Address _____

Primary Phone _____ Secondary _____ Primary Phone _____ Secondary _____

Employer _____ Work Phone _____ Employer _____ Work Phone _____

Email _____ Email _____

Primary Residential Parent Child Lives At This Address Primary Residential Parent Child Lives At This Address

List Persons (over 18) Who Have Permission To Sign Out & Transport Your Child If You Cannot Be Reached. Parents Are Required To Notify The School Office In Writing If Any Pick Up Information Changes.

Name _____ Relationship _____ Home Phone _____ Cell Phone _____

Name _____ Relationship _____ Home Phone _____ Cell Phone _____

Name _____ Relationship _____ Home Phone _____ Cell Phone _____

I affirm that all information given is complete and accurate, and that the home address provided is the legal residence of the student and the student's primary custodian. I understand that the student's assignment to a school is based on the legal residence of the primary custodian.
Parent or Guardian Signature _____ Date _____

Bus Rider: AM / PM / BOTH Bus # _____ Car Rider: AM / PM / BOTH Walker: AM/PM/BOTH

Daycare: _____ AM / PM / BOTH Berry Patch: AM / PM / BOTH

Does your child have an IEP? Yes No

Does your child have a 504 Plan? Yes No

Special Information

Student Name: _____

Grade Level: _____

Please provide the following information to the best of your knowledge to help us better serve your child's needs.

Thank you,

Special Services Team

1. Did your child attend a special **reading** class in his/her previous school? Y or N
2. Did your child attend a special **math** class in his/her previous school? Y or N
3. Did your child attend a special class for **advanced students**? Y or N
4. Did he/she attend a **speech** or **language** class? Y or N
5. Has he/she ever been **INDIVIDUALLY** tested for **SPECIAL SERVICES**? Y or N
6. Has an **IEP** been developed for your child? Y or N
7. Did your child have any special **behavioral** issues/concerns? Y or N

*If you answered yes to any of the questions above please provide the following information.

The name and address of your child's former school:

If you answered YES to any of the questions numbered 1-7 above, please provide approximate dates and a brief description:

Question #	Description
_____	_____
_____	_____
_____	_____
_____	_____

Parent Signature: _____ Date: _____

Additional Student Information

School: _____

Student Name: _____

Grade: _____

Date of Birth: _____

Male _____ Female _____

What language(s) is spoken in your home? _____

Has this child ever received English as a Second Language or English Language Learner Instruction?

Yes _____ No _____

Name of school ESL or ELL services were received: _____

City of School: _____

State of School: _____

Did your child complete the ESL or ELL program? Yes _____ No _____

Was this student born in the United States? _____ Yes _____ No

If yes, in which state? _____

If no, which country? _____ date of entry to U.S.: _____

Parent or Guardian Signature

Date

Student Name _____

Last, First & Middle

STUDENT RESIDENCY QUESTIONNAIRE



The information requested on this form fulfills one requirement of the McKinney-Vento Act 42 U.S.C. 11434a(2), which is also known as the Title X, Part C, of the No Child Left Behind Act. The answers you give will help determine the services your student may be eligible to receive. **No student(s) will be discriminated against based upon any of this confidential information provided.**

School: _____ Grade: _____ Date of Birth: _____ Age: _____

Gender: M or F Ethnicity: _____ Parent/Guardian Name: _____

Phone Number: _____ Current Street Address: _____

Today's Date: _____ City, State, Zip _____

Complete Section A... IF you are living in a TEMPORARY RESIDENCE. If you have a **PERMANENT** residence (such as a house, an apartment, or a condo), please **only** complete **Section C** below.

Section A.

1. **Is the student living in a temporary place such as:** motel/hotel, car, camper, emergency shelter, friend's house, relative's house? YES NO
2. **Was the student forced into a temporary place due to loss of housing** from eviction, foreclosure, financial hardship, domestic violence, fire or natural disaster, death or incarceration of parent/guardian, or other crisis situation? YES NO

If either question above is answered Yes, please explain further: _____

If you answered **Yes to BOTH QUESTIONS** in Section A, please **complete Section B** below. **Otherwise**, you may **skip to Section C** below and **sign** the form.

Section B. Please check the box that best describes where the student is presently living:

- In the home/apartment of a friend or relative (sharing someone else's home because you have nowhere else to live)
- In a shelter or transitional housing program (examples: family shelter, domestic violence shelter, youth shelter, etc.)
- In a hotel or motel because of economic hardship, eviction, foreclosure, fire, lack of deposits for permanent housing, etc.
- In a tent, car, van, abandoned building, on the streets, at a campground, in the park, or at another unsheltered location
- Moving from place to place

Check the box that best describes with whom the student resides. (Please note: legal guardianship may be granted only by a court; students living on their own or with friends or relatives who do not have legal guardianship are allowed to enroll in and attend school. The school cannot require proof of guardianship for enrollment or continued attendance.)

- Parent(s) Legal Guardian(s) Caregiver(s) who are not legal guardian(s) (example: relatives, friends, parent of friends, etc.)
- Other, please specify: _____

Is this student awaiting foster care placement? If so, please explain: _____

Please list all student(s) and their age(s) of this family under your care: _____

Section C. I understand that the information provided above is correct, true and current. I also understand that enrolling a child in a Tennessee public school under false pretense is punishable by law.

Signature of Parent/Guardian or Other Person completing form

Relationship to Student

Date

S.I.T. -- Students In Transition: If both sections A & B are completed, proceed with completion of the Enrollment FORMS and enroll the student even if documents normally required for enrollment are not available. Then, file all completed forms and send the requested files to Melanie Webster or Kecia Ray by fax 615-451-5437 with notification so we can be on the lookout.

SUMNER COUNTY SCHOOLS STUDENT HEALTH INFORMATION FORM

School Year 2024-25

Dear Parents/Guardians: Please complete the following information, **FRONT & BACK**, and return it as soon as possible. This information will only be shared with the necessary school personnel to maintain and promote the student's health/wellbeing.

Student Name: _____ Sex: Male / Female Date of Birth: _____

School: _____ Grade: _____ Homeroom or 1st Period Teacher: _____

School attended last year: _____

Student is a: Bus rider _____ (Bus number-AM _____ PM _____) Car rider _____ Drives _____ Other _____

Parents/guardians are responsible for providing ALL medications, including over the counter (OTC) medicines, for their children. All medications must be delivered to the school in person by the parent, guardian, or parent/guardian's adult designee.

Check and explain in space below if your student, CURRENTLY or IN THE LAST 2 YEARS ONLY, has had any of the following conditions:

Disease/Condition	Yes	No	Please explain/elaborate here:
Diabetes			If yes, Type I or Type II? (please circle) Any medications?
Heart Problems			
Significant Kidney or Urinary Problems			
Asthma (in last 2 years)			Is a rescue inhaler used? Y / N Other medications?
Psychological Concerns			If yes, please list current medications:
Stomach/Intestinal Problems			
Wears Glasses/Contacts			
Hearing/Vision Condition			If yes, please explain:
Seizure Disorder			Type: _____ Date of last seizure: _____ Medications: _____
			Rescue med. prescribed? Y / N Has it ever been given? Y / N Date last given: _____
Life-Threatening Allergies			To what?
			Is an Epinephrine prescribed? Y / N Has it ever been used? Y / N Date last used: _____
List All Other Known Allergies (i.e. Meds, Foods, Nuts, Bee Stings, etc.):			
Other Significant Health Concerns:			

Does your student have a 504 or IEP? _____

Does your student take medication regularly, not listed above? Y / N If Yes, what? _____

Student's Primary Doctor: _____ Phone: _____

Student's Specialist (if applicable): _____ Phone: _____

Your signature is an informed consent to share health history information with school staff on a need-to-know basis for emergency plans & health plans. Student health information, within the school setting, is limited to the information necessary to serve the student's education and health interests. Your signature gives the school nurse permission to communicate with your student's health care provider(s) regarding health concerns.

Parent/Guardian Name: _____ Signature: _____ Date: _____

Home Phone: _____ Cell: _____ Work/Ext: _____

Parent/Guardian e-mail address(es): _____

STUDENT'S NAME: _____

SUMNER COUNTY SCHOOLS MEDICATION ADMINISTRATION PROTOCOL

Protocol in accordance with TN Guidelines for Health Care in a School Setting, T.C.A. § 49-50-1602, T.C.A. § 49-50-1603

NEVER SEND MEDICINE OF ANY TYPE TO SCHOOL WITH YOUR CHILD. Only medications required to maintain student's attendance will be given. All students must have prescription and non-prescription forms completed before the school can administer medication to the student. **Over the counter/non-prescription medications will be given according to package directions only**, unless accompanied by a physician's order with alternate directions. All prescription medications require physician and parent signature. The pharmacy label **MUST** match the physician's written order. Non-prescription medications require a parent's signature only and must be sent in a sealed, unopened bottle. **No Ziploc baggies, unlabeled bottles, or expired medications will be accepted.**

Please note: alternative medicines and/or treatments such as herbal supplements, homeopathic medicines, vitamins, nutritional supplements, essential oils and any other products that are not regulated by the FDA will not be administered at school. The actions and potential side effects of these products are not readily available to health care providers and will not be given by school staff.

- Morning & "1-time a day" medications should be given at home. This includes over-the-counter medications such as Advil & Tylenol.
- Antibiotics ordered **less than 4 times** a day will not be given during school hours.
- Narcotics will not routinely be given during school hours.
- A new medication form must be completed **each school year**. This includes insulin and emergency medication orders.
- Medication guidelines for Sumner County Schools does not allow aspirin or products containing aspirin to be given without a doctor's order (BC Powder, Pamprin, Excedrin Migraine, Bayer Aspirin, Midol, Goody's Powder, Pepto- Bismol, etc.). If you are not certain if a product contains aspirin, please check the list of active ingredients for "**salicylate**" or "**salicylic acid**" or consult your pharmacist. If these products must be given during school hours, it will require a physician's order.
- Any changes in medication must be accompanied by a new form, with the changes noted, and signed by the physician. This includes discontinuing a daily medication. □ All unused medication will only be returned to the parent/guardian/parent's adult designee. If medication is not picked up within two weeks of the request being made, or the medication being discontinued **the medication will be discarded**. No medication will be stored over the summer; medications left at the end of the school year will be discarded after dismissal on the last full day of instruction.
- **No student should ever transport or possess medications on school property, aside from medications permitted by state law & physician order (i.e. EpiPen, rescue inhaler, Glucagon, Cystic Fibrosis enzymes).**
- **When relocating from another state**, parents will have 30 days to convert existing orders to a Tennessee physician (proof of appointment will also be accepted for specialists and others that may be more difficult to schedule).

I have read and understand the above information and I am aware that my student will not receive medications at school unless my designee or I bring it in. I understand that I will be notified to come to school to sign for any medication that is not brought in correctly.

Parent / Guardian Signature

Date

PARENT/GUARDIAN PLEASE COMPLETE BOTH SIDES OF THIS FORM

Nurse/Staff Notes **Only**: _____

First Request _____

Second Request _____

Third Request _____

REQUEST FOR RECORDS

Please mail requested records to:

Nannie Berry Elementary School

138 Indian Lake Road

Hendersonville, TN 37075

Phone: 615-822-3123

Fax records to: 615-264-6009

Email records to: Attendance Clerk/Registrar: peggy.gigax@sumnerschools.org

To:

Previous School Name _____

School Address _____

City/State/Zip _____

Phone _____ Fax _____

Student's Name

Date of Birth

Entering Grade

_____	_____	_____
_____	_____	_____
_____	_____	_____

The above student(s) has enrolled in Nannie Berry Elementary School. Please forward to the above address the cumulative folder, and all school records for this student including grades, standardized test scores, attendance records, health records/immunization, birth certificate, psychological data (if available), and any Special Education records that are on file.

According to the Buckley Amendment of the Family Educational Right and Privacy Act, it is no longer necessary to obtain written consent to release records between schools.

Thank you,

Mrs. Susan Kolmer, Principal

Nannie Berry Elementary School

Nannie Berry Elementary

Important Attendance Information

1. **Tennessee Compulsory School Attendance Law** requires a student to be present three hours and sixteen minutes to constitute being present a full day of school. If a child is checked out before 11:46, it will be considered an all-day absence.
2. **The Compulsory School Attendance Law** in Tennessee requires children to attend school each day. A student who has been absent five days (this means a total of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court. The following are official/adequate excuses that should be turned in to the attendance secretary in the school office.
 - Medical note for the student (doctor, dentist, hospital, etc.)
 - Student illness not requiring a doctor visit (five parent notes per semester)
 - Court note for the student
 - Funeral notice
 - Recognized religious holiday
 - College Visits (HS students)
 - Military deployment paperwork for parent
3. **Tardiness** Promptness is very important. Teachers begin their classes at 8:30am. It is disruptive when students come to class late. Students should be prepared to begin instruction promptly at 8:30am. Tardiness is a part of attendance. Students that arrive late must report to the office. All tardies are counted as time absent. Tardies do affect perfect attendance records. Students are dismissed from the gym to go to their classroom at 8:20 a.m. Please adjust your schedule so your child can be in the classroom by 8:30am. Any student not in the classroom when the class begins at 8:30 is tardy. Students who accumulate excessive unexcused tardies are considered truant and will be reported to Juvenile Court.
4. **Early Dismissal** Parents of students leaving early for doctor's appointments, etc. must come to the office to sign the child out. Students who become ill during the day may call a parent to come after them while visiting the nurse. **ANY PERSON TAKING YOUR CHILD FROM SCHOOL MUST BE LISTED ON YOUR CHILD'S REGISTRATION SHEET.** Parents should not send their children to school when they are running a fever, have vomiting or diarrhea, or show other obvious signs of needing medical attention. Everyone picking up a child **MUST** have a state issued photo identification. Early dismissals are unexcused without a verified note from a doctor, etc.
5. **Attendance Concerns** The school attendance clerk or guidance counselor will contact the parent, as per county guidelines, when attendance concerns arise. Steps taken to address attendance issues are:
 - At 3 unexcused absences notes will be requested from parents.
 - At 5 unexcused absences parents will meet with a school representative and an attendance contract will be initiated.
 - At 7 unexcused absences parents will meet with the School Attendance Review Team. If needed, referrals can be made to address any concerns the parent or school may have.
 - At 10 unexcused absences a truancy referral will be made.
 - At 10 times unexcused tardy/early dismissals parents will meet with the principal. Parent notes not accepted for tardy/early dismissal.
 - At 15 times unexcused tardy/early dismissals a truancy referral will be made. Parent notes not accepted for tardy/early dismissal.

I have read and understand these statements.

Parent/Guardian Signature

Date

Student Name: _____ Grade: _____