

Otto-Eldred School District

143 R. L. Sweitzer Drive

Duke Center, PA 16729

(814) 817-1380 opt. 3 Fax 814-817-4050

Matthew D. Splain, Superintendent

Jodi Flexman, Business Manager

Otto-Eldred Elementary School

5 Bennett Street

Eldred, PA 16731

(814) 817-1380 opt. 1 Fax 225-4917

Otto-Eldred High School

143 R. L. Sweitzer Drive

Duke Center, PA 16729

(814) 817-1380 opt. 2 Fax 817-4050

AUTHORIZATION FOR RELEASE OF RECORDS

PREVIOUS SCHOOL DISTRICT _____ FAX _____

STUDENT'S NAME _____

DOB _____ GRADE _____ ENTRY DATE (pending paperwork) _____

The above-named student is enrolling in Otto-Eldred School District.

I hereby authorize the release of the following information to Otto-Eldred School District.

	Permanent Student Records		PA Secure ID Number (if applicable)
	Current Report Card		Attendance & Discipline
	Complete Health/Dental Record		Special Education Records IEP/ER **

**** Please forward Spec. Ed. records via IEP Writer.**

PARENT/GUARDIAN SIGNATURE/S _____

RELATIONSHIP _____

CURRENT ADDRESS _____

DATE _____

FAX OR EMAIL ALL RECORDS TO:

Suzanne Strait, Student Services & Accounting

Otto-Eldred School District

143 Sweitzer Drive

Duke Center, PA 16729

Office: 814-817-1385 Fax:

814-817-4050

sstrait@ottoeldred.org

Receiving District:

Please complete and enclose a copy of this form with student records.

Name of Staff Member Sending Records: _____

Phone: _____

Date Records Sent: _____

OTTO-ELDRED SCHOOL DISTRICT REGISTRATION FORM

Household Information				
Household/Surname (Primary Last Name):				
Residence Physical Address:				
PO Box:	City:		State:	Zip:
Household Primary Phone:		Household Primary Email:		
Student Information				
First Name:	Nickname:	Middle Name:	Last Name:	
Date Of Birth:		Birth City/State:	Grade:	
Ethnicity: (Choose one) Hispanic/Latino Non-Hispanic Latino			Gender: Male Female	
Race: (Choose one or more) White American Indian/Alaskan Asian Black/African American Hawaiian/Pacific Islander				
School History				
Name of previous school attended:			City:	State:
Has this student ever repeated any grade?		YES NO	If yes, what grade(s):	
Does this student have Special Placement or Special Education? YES NO If Yes, Please Specify: Individualized Education Program (IEP, this includes Speech): , Gifted IEP (GIEP) or Section 504 Service Agreement				
FATHER/Guardian/Foster Father Information				
First Name:		Last Name:		
Address (if different from Household):		City, State, Zip Code		
Home Phone:	Cell Phone:		Work Phone:	
Primary Email:	Relationship to Student:	Resides in Household? YES NO		
		Legal Custody? YES NO		
MOTHER/Guardian/Foster Mother Information				
First Name:		Last Name:		
Address (if different from Household) :		City, State, Zip Code		
Home Phone:	Cell Phone:		Work Phone:	
Primary Email:	Relationship to Student:	Resides in Household? YES NO		
		Legal Custody? YES NO		

**OTTO-ELDRED SCHOOL DISTRICT
REGISTRATION FORM**

Emergency Contacts (In addition to parents/guardians already listed)	
Emergency Contact (#1)	
Name:	Relationship to Student:
City/State:	
Home Phone:	Cell Phone:
Emergency Contact (#2)	
Name:	Relationship to Student:
City/State:	
Home Phone:	Cell Phone:
Emergency Contact (#3)	
Name:	Relationship to Student:
City/State:	
Home Phone:	Cell Phone:



HOME LANGUAGE SURVEY

ALL newly registering students regardless of race, nationality, or language origin MUST complete this form. Federal law requires that all Local Education Agencies (LEAs) utilize a non-biased procedure for identifying which students are potential English Learners (ELs) in order to provide appropriate language instruction educational programs and services. Given this responsibility, LEAs have the right to ask for the information contained on this and other forms associated with the identification process.

Student Information (Parents/Guardians should complete this section):

Child's first name: _____

Child's family name: _____

Child's Date of Birth: _____
(Month/Day/Year)

Questions for Parents or Guardians

1. Is a language other than English spoken in the child's home? ☐ No ☐ Yes (language) _____
2. Does your child communicate in a language other than English? ☐ No ☐ Yes (language) _____
3. What is the language that your child first learned to speak? _____

Parent/Guardian Signature: _____ Date: _____

Interpreter Provided ☐ No ☐ Yes

Otto-Eldred School District
PARENTAL REGISTRATION STATEMENT

Any willful false statement made herein shall be a misdemeanor of the third degree.
This form shall be maintained as part of the student's disciplinary record.

Student Name: _____ Date of Birth: _____ Grade: _____

Parent/Guardian Name: _____

Pennsylvania School Code §13-1304-A states in part "Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an action of offense involving a weapon, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property."

I hereby swear or affirm that I am the parent/guardian, or other person having lawful charge of the above-named student, and that he/she is a lawful resident of the Otto-Eldred School District. I also swear or affirm that my child:

WAS PREVIOUSLY SUSPENDED

_____ YES _____ NO

WAS PREVIOUSLY EXPELLED

_____ YES _____ NO

IS PRESENTLY SUSPENDED

_____ YES _____ NO

IS PRESENTLY EXPELLED

_____ YES _____ NO

from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. I make this statement subject to the penalties of 24 P.S. §13-1304-A(b) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information, and belief.

If this student has been or is presently suspended or expelled from another school, please complete:

Name of the School/School District from which student was suspended or expelled:

Dates of Suspension/s: _____ Dates of Expulsion/s: _____

Reason for Suspension/Expulsion: _____

Parent/Guardian Signature

Date

Otto-Eldred School District
Medical Information and Authorization for School Health Services

The following information is needed in order for the school nurse to give the most effective medical attention and treatment to your child. Please complete and return this form by the end of the first week of school.

Student's name: _____ Date of Birth: _____ Grade: _____

Medical conditions, mental/emotional conditions, physical limitations and recent surgeries:

Did your child sustain any type of head injury over the summer? ___ No ___ Yes, date _____

Does your child have a severe allergy? (Food, insect sting, medication, other) Please specify.

What treatment is necessary? _____

Does your child require an Epi-pen or rescue inhaler during school? ___ Yes ___ No

List any daily medications taken; please give name, dose and frequency:

Immunizations received this year and date (please provide copy for your child's record)

In the case of an extreme emergency, and we are unable to contact you, your child will be transported to a nearby hospital. Please indicate Hospital preference.

Physician's name: _____ Phone: _____

Dentist's name: _____ Date of last visit: _____

I give my permission to make the information on this form available to authorized school and transportation personnel if necessary. I also give permission to my child's health care provider/dentist to share any necessary information relating to my child's health with the school nurse.

Signature _____ Date: _____

(COMPLETE BOTH SIDES)

PERMISSION TO GIVE OTC (over the counter) MEDICATION

Student Name _____ Grade _____

The following medications may be given on an as needed basis after assessment by the school nurse if there are no contraindications or allergies and with parental consent. Medications will be administered as directed by the manufacturer.

If you are able, please provide acetaminophen or ibuprofen in the original container with your child's name on it for their use.

Please draw a line through any of the following medications that you do NOT want used in the treatment of your child.

NON-ASPIRIN PAIN RELIEVER (Acetaminophen, Tylenol for pain or fever)

ANTI-INFLAMMATORY PAIN RELIEVER (Ibuprofen, Advil, Motrin for pain or fever)

ANTACID (Tums)

BENADRYL (diphenhydramine for allergic reactions)

THERA TEARS, EYE WASH OR CONTACT SOLUTION (minor eye irritations, contacts)

HYDROCORTISONE CREAM 1 % (for skin irritations or rashes)

COUGH DROP (for scratchy throat or cough)

CALADRYL CREAM (Minor skin irritations or rashes)

ANBESOL OR ORAGEL (toothache pain)

TRIPLE ANTIBIOTIC OINTMENT (minor cuts and wounds)

The school nurse may also use the following:

- Burn Gel for minor burns
- Vaseline for chapped lips
- Ice pack for sprains and strains

I authorize the use of the above medications, unless crossed out, for my child.

Authorization is in effect for the **2023-2024** School Year.

Signature: _____ Date: _____

(COMPLETE BOTH SIDES)

Otto-Eldred School District
RESIDENCY AFFIDAVIT, 24PS 13-1302
Commonwealth of Pennsylvania, McKean County

I/We attest that all information provided here is correct and current. I/We understand that if residency should change, for any reason, it is the responsibility of the resident to notify the school district and amend the residency affidavit. Any false statements can and will be punishable by law.

I/We, _____, currently reside at:
(Resident's Name)

Address: _____

Phone: _____

Child(ren): _____

I/We: ☐ RENT ☐ OWN

HOMEOWNER/TENNANT VERIFICATION

Property Owner or Lessee (renter): _____

Phone Number: _____

I hereby attest that I am the legal owner or lessee (renter) of the property above. I further swear that the above-mentioned parent/guardian and child(ren) is/are living on a permanent basis at the above address.

Homeowner or Tennant's Signature: _____ Date: _____

Through my notarized signature, I/we grant the School District permission to investigate the above information that I/we have presented in this affidavit for confirmation and factual accuracy.

Parent/Guardian Signature: _____

Notary's Signature: _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20_____.



Otto-Eldred School District
STUDENT RESIDENCY QUESTIONNAIRE


Dear Parent or Guardian,

The McVinney-Vento Act, as amended by the No Child Left Behind Act of 2001, defines homelessness and outline the rights of homeless students. Your responses to these questions will help staff determine what residency documents are necessary for enrollment of your child(ren). Thank you for your cooperation.

1. Student name: _____ Birth Date: _____

Person completing form: _____ Relationship to child: _____

2. In what type of setting is the student living now?
(Check one box below)

SECTION A	SECTION B
<p><input type="checkbox"/> In an emergency or transitional shelter</p> <p><input type="checkbox"/> Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason</p> <p><input type="checkbox"/> In a motel, hotel, campsites, or cars due to a lack of alternative adequate accommodations</p> <p><input type="checkbox"/> In a car, park, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings</p> <p><input type="checkbox"/> Other places not designed for, or ordinarily used as, a regular sleeping accommodations for human beings</p> <p>CONTINUE to Question 2 if you checked any box in SECTION A</p>	<p><input type="checkbox"/> None of the choices in Section A apply.</p> <div style="text-align: center;"></div> <p>If you checked this section, you do not need to complete the remainder of this form. Submit the form to school personnel now.</p>

3. Contact number for person completing the form: _____

Address where student is now living:

4. The student lives with: _____

Check all that apply

- ☐ Parent(s) or legal guardian
- ☐ Relative, friend(s), or other adult(s)
- ☐ Alone
- ☐ Other: _____

5. School student attended last: _____
- Address of school: _____
- _____
- Telephone number of school: _____
- Contact person at school (if known): _____

6. Does the student have an IEP or a Chapter 15/504 agreement?

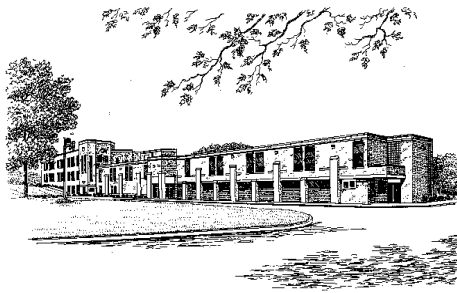
- ☐ NO
- ☐ YES. Please explain: _____

The staff person who is helping you register will contact the homelessness coordinator to review the information provided. If homelessness is verified, additional information will be needed to complete enrollment. The Homelessness Coordinator will contact you by the end of the next school day (or sooner) to share the determination regarding homeless status, to gather additional information and to discuss the plans for placement.

Signature of Parent/Legal Guardian: _____

Date: _____

NOTE TO STAFF: All forms with a checked box in Section A are to be faxed immediately to the Homeless liaison to eliminate any delay.



Otto-Eldred School District

143 R.L. Sweitzer Drive, Duke Center, PA 16729

(814) 817-1380 opt. 3 Fax (814) 817-4050

Matthew D. Splain, Superintendent

Jodi L. Flexman, Business Manager

Lindsay A. Burns, Director of Pupil Services & Spec. Ed.

Otto-Eldred Elementary School

5 N. Bennett St, Eldred, PA 16731

(814) 817-1380 opt. 1

Fax (814) 225-4917

Nichole M. Garthwaite, Principal

Kera D. Hendershot, School Counselor

Otto-Eldred Junior Senior High School

143 R.L. Sweitzer Dr, Duke Center, PA 16729

(814) 817-1380 opt. 2

Fax (814) 817-4050

Nicholas J. LaBella, Principal

Erin M. Jackson, School Counselor

2023-2024 CAFETERIA INFORMATION AND POLICIES

The Otto-Eldred School District participates in the National School Lunch Program (NSLP) and federally funded After School Snack Program (CACFP) & Summer Lunch Program (SLP). This allows us to serve breakfast, lunch and snack at each school daily and food during the summer break. All meals will be FREE this school year due to the Community Eligibility Provisions program.

For additional information or information not included in this letter please go to www.ottoeldred.org/Food_Services to find monthly menus, the District Wellness Policy, Unpaid Debt Policies, Allergy Information and much more.

LUNCH ACCOUNT DEPOSITS

- Deposits may be made by sending cash or a check to school with your student. Students are asked to please make deposits in the morning before homeroom.
- The Otto-Eldred School District also offers a free, on-line payment system called Schoolcafe
- The on-line system, www.schoolcafe.com can be easily set up and used to receive low balance notices, monitor student spending, and make deposits to their accounts. If you need your student's ID or further instruction, please contact the school.

CAFETERIA DEBT

- Per School Board Policy, a student account must have a positive balance to purchase any a la carte items such as an entrée, ice cream, extra milk, etc. Students are not permitted to pay cash for an item, if they have a negative balance.
- In the case a student reaches a negative balance a parent/guardian will be notified on a weekly basis. When a student account reaches -\$10.00 the parent will receive written notice and the building principal will be notified of the debt. For cases of extreme debt or continual delinquency a negative debt may be turned in for collections.

PRICING INFORMATION

- The Otto-Eldred School District is approved for the Community Eligibility Provision (CEP) for Elementary School and the High School. Under CEP all breakfast and lunch meals are FREE to students.
- In order for a student's meal to be free they must take 2 components at breakfast and 3 components at lunch, one of which must be a fruit or vegetable. **Extra entrees, a la carte items, milk or ice cream do not qualify for free or reduced meals and the student's account will be charged.**

STUDENT ACCOUNTS

- The student's six-digit District ID is also used for their lunch ID for all cafeteria deposits and purchases.
- Parents may submit in writing a request that their son/daughter is not permitted to purchase a la carte items or place limits in the SchoolCafe app. Please contact the Food Service Director with questions or concerns.
- In the event of student withdrawal with funds in their lunch account, a written request with the student's name, parent name and mailing address must be submitted to the Food Service Director.
- Senior accounts with a positive balance will be transferred to a sibling's account or if requested, will be returned to the student at graduation practice on the last day of school. Seniors with a negative balance will be referred to the building Principal for collection.

SPECIAL DIETARY NEEDS

- Schools participating in a federal Child Nutrition Program are required to provide accommodations for children who are unable to eat school meals because of a disability* that restricts their diet. In order to make substitutions or modifications to the school meals, the school must have a written Medical Statement on file signed by a licensed physician. Please contact Mrs. Krott, FSD or Mrs. Templin, School RN, for the required forms. *Only a physician can declare if a student has a disability and must list food or choice of food to be provided as a substitute.
- All special dietary considerations must be requested each year.

PRICING INFORMATION

SY 2023-2024 meal prices are as follows:

- Breakfast – FREE
- Lunch - FREE
- Snack – Free to all students daily at both schools. Served at the end of the school day.
- The daily breakfast serve consists of at least 3 to 4 components and a student must choose at least 3 components, one of which must be a fruit for it to be charged as a meal.
- The daily lunch serve consists of 5 components and a student must choose at least 3 components, one of which must be a fruit or a vegetable.
- The snack serve is a unitized serve and two components must be taken.

QUESTIONS

Please contact Chris Krott, Food Service Director at ckrott@ottoeldred.org or 814-817-1386

USEFUL LINKS

www.schoolcafe.com: Use this site to deposit money on student accounts, set low balance reminders and monitor purchases.

www.ottoeldred.org/Food_Services: Use this site for links to online payments, view menus, view Food Service District policies, a la carte pricing and much more.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

ATTENTION: If you speak Spanish, language assistance services, free of charge, are available to you. Contact your child's school.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Comuníquese con la escuela de su niño.