

## Welcome to the Teachwell Family

Completing this form provides Teachwell with basic contact information and includes questions related to student health and safety. The final section details how certain information you provide may be shared or used.

### ABOUT THE STUDENT

#### STUDENT NAME

#### DATE OF BIRTH

FIRST

LAST

MIDDLE

MM

DD

YY

#### GENDER

#### ETHNICITY

#### MOBILE PHONE

#### EMAIL ADDRESS

FEMALE

MALE

#### ADDRESS

STREET ADDRESS

CITY

STATE

ZIP

### STUDENT HEALTH INFORMATION

*Teachwell respects the privacy of our students and complies with all laws regarding the protection of student health information. Answering the following questions helps us identify student needs that may be relevant to your student's education or time at school.*

Please list and describe any relevant medical or health issues, including information about allergies.

Does your student regularly see a physician or other health professional?    YES            NO

Does your student currently take any prescription medication?            YES            NO

### OUT-OF-SCHOOL PLACEMENT HISTORY

Please help us make sure we can gather all your student's educational records. If your student has spent time at a facility other than your local public school, please share the name of the facility, the dates the out-of-school placement and why the student was referred to the program.

# FAMILY INFORMATION AND APPROVED CONTACTS

## PARENT OR GUARDIAN (1)

FIRST AND LAST NAME	RELATIONSHIP TO STUDENT	EMAIL ADDRESS
HOME PHONE	CELL PHONE	WORK PHONE

What is the best way to reach this person during the school day?  TEXT MESSAGE  PHONE CALL  EMAIL

If this parent or guardian does not live with the student, please provide a current home address.

STREET ADDRESS	CITY	STATE	ZIP
----------------	------	-------	-----

## PARENT OR GUARDIAN (2)

FIRST AND LAST NAME	RELATIONSHIP TO STUDENT	EMAIL ADDRESS
HOME PHONE	CELL PHONE	WORK PHONE

What is the best way to reach this person during the school day?  TEXT MESSAGE  PHONE CALL  EMAIL

If this parent or guardian does not live with the student, please provide a current home address.

STREET ADDRESS	CITY	STATE	ZIP
----------------	------	-------	-----

## APPROVED CONTACTS

Please list the name of three (3) people who can pick the student up for school or be contacted in case of an emergency. List people other than the student's parents or guardians.

FIRST AND LAST NAME	PHONE	RELATIONSHIP TO STUDENT
FIRST AND LAST NAME	PHONE	RELATIONSHIP TO STUDENT
FIRST AND LAST NAME	PHONE	RELATIONSHIP TO STUDENT

Please give us the names of anyone who can not have contact with your child and tell us whether there is a protection order in place.

## USE OF STUDENT INFORMATION

### DISCLOSURE OF DIRECTORY INFORMATION

Federal law and school policy allow the school district to release "Directory" information without parental consent. This information includes a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

If you **do not** want Teachwell to release this information without your consent, initial here:

\_\_\_\_\_ INITIAL

### STUDENT PHOTO RELEASE

Teachwell may use photographs of students in year books, other school-related publications or for marketing materials, which may include publication on websites or social media platforms.

If you **do not** want Teachwell to use your student's photo without consent, initial here:

\_\_\_\_\_ INITIAL

### STUDENT PARTICIPATION IN SCHOOL-SANCTIONED SURVEYS

Teachwell may provide a student's contact information to state entities or other third parties for the express purpose of inviting students to complete surveys about student experience, perception or behavior.

If you **do not** want your student to participate in surveys, initial here:

\_\_\_\_\_ INITIAL

## SIGNATURE

By signing below, you are certifying that you have provided full and accurate information to Teachwell and that you have read the Teachwell equal opportunity and non-discrimination policy.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

Applicants for admission and employment, students, parents and employees are hereby notified that Teachwell Solutions does not discriminate in its policies, employment practices, programs and activities on the basis of race, color, national origin, gender (including pregnancy), religion, age, disability, genetic information, military/veteran status, sexual orientation, or any other characteristic protected by law. This policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. If you have a question about discrimination, talk with Human Resources. If you feel you have been subject to discriminatory treatment, you are to report your claim to your immediate supervisor or Human Resources. All claims of discriminatory treatment will be investigated and appropriate action taken. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment. No official at Teachwell will retaliate against an individual who makes a complaint of discrimination. All employees who file and employees who participate in any investigation regarding a claim of discrimination are protected against retaliation. Any person having inquiries concerning Teachwell's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act is directed to contact: Human Resources Director East Dakota Educational Cooperative 715 E 14th Street Sioux Falls, SD 57104 605-367-7680 Or Kansas City Office Office for Civil Rights U.S. Department of Education 8930 Ward Parkway, Suite 2037 Kansas City, MO 64114-3302 Telephone: 816-268-0550 FAX: 816-823-1404; TDD: 877-521-2172 Email: OCR.KansasCity@ed.gov