

BC _____
SS _____
IM _____

Student Information Sheet

2024-2025

(Please print all information)

Student Information

Legal Name (L-F-M): _____

Physical Address: _____

City _____ Zip Code _____

Mailing Address (if different): _____

City _____ Zip Code _____

Physical Home Phone: _____

Gender: _____ **Grade Level:** _____

Birth date: _____ **Age:** _____

Social Security #: _____

Race (Circle One) | African American | American Indian |
Asian | Caucasian | Hispanic | Pacific Islander |

Legal Alerts: _____

Student lives with: (circle one)

| Mother & Father | Mother & Stepfather | Father & Stepmother |

| Mother Only | Father Only | Foster Home | Other: _____

Male Legal Guardian Information

Name (Last-First): _____

Physical Address (If different from student): _____

Day Phone: _____

Employer: _____

Home Phone: _____

Email Address: _____

Student Medical Information

Doctor's Name: _____

Doctor's Phone: _____

Dentist's Name: _____

Dentist's Phone: _____

Special Medical Conditions

(ex. Hearing aid, glasses, medicines, etc):

Allergies: _____

Brothers, names & ages:

Sisters, names & ages:

Female Legal Guardian Information

Name (Last-First): _____

Physical Address: (If different from student): _____

Day Phone: _____

Employer: _____

Home Phone: _____

Email Address: _____

Emergency Contact Information

(Other than Legal Guardians)

Contact 1

Contact Name : _____ **Address:** _____

Phone: _____ **Circle one:** | Cell | Home | Work | **Relationship** _____

Contact 2

Contact Name : _____ **Address:** _____

Phone: _____ **Circle one:** | Cell | Home | Work | **Relationship** _____

Contact 3

Contact Name : _____ **Address:** _____

Phone: _____ **Circle one:** | Cell | Home | Work | **Relationship** _____

Guardian's Signature: _____ **Student T-Shirt size:** _____ **Date:** _____



Thank you for choosing Community Health Center of Southeast Kansas, Inc. (CHC/SEK) for your child's health care needs. CHC/SEK's school health clinic(s) is available for all students. By completing this form, you are helping CHC/SEK better take care of your child. If you have any questions call 620.240.5061. Please complete this form in ink.

PATIENT INFORMATION

Full Legal Name

Last Name:	First:	Middle:
------------	--------	---------

Date of Birth _____ Male ☐ Female ☐ Social Security Number _____

Mailing Address _____ City _____

State & Zip _____ E-Mail Address _____ Phone Number _____

Do you want to access your medical records electronically? ☐ Yes ☐ No
(If yes, you will receive an email, at the email address listed above, from CHC/SEK with your log-in information and the log-in URL.)

Preferred method of communication for appointment reminders: ☐ Text ☐ Phone Call

School Name: _____

Patient Grade Level: _____ School Location (City, State): _____

Race:

- ☐ American Indian/Alaskan
- ☐ Asian
- ☐ Native Hawaiian
- ☐ Black or African American
- ☐ White
- ☐ Pacific Islander
- ☐ Other Race

Ethnicity:

- ☐ Hispanic/Latino
- ☐ Not Hispanic/Latino

Preferred Language

- ☐ English
- ☐ Spanish
- ☐ Other _____

If you are Homeless, are you:

- ☐ On the Street
- ☐ Doubling Up
- ☐ In Transitional Housing
- ☐ In a Shelter
- ☐ Other

Other than CHC/SEK's school health clinic(s), who does the patient use for his/her medical care?

(Check all that apply) ☐ CHC/SEK ☐ Other: _____ ☐ N/A

RESPONSIBLE CAREGIVER

Name _____
Date of Birth _____
Relationship to the Patient _____
Mailing Address _____
City, State, Zip _____
Phone Number _____

Name _____
Date of Birth _____
Relationship to the Patient _____
Mailing Address _____
City, State, Zip _____
Phone Number _____

(If Responsible Caregiver(s) is a foster parent or out-of-home placement, please provide appropriate paperwork illustrating placement and appropriate paperwork illustrating who maintains authority to make medical decisions on the patient's behalf).

Please Complete the Back of Form

Form Updated: 03/2022

EMERGENCY CONTRACT

In the event of an emergency, who should we contact? _____

Relationship to Patient: _____

Phone Number: _____

INSURANCE INFORMATION (Check all that apply)

☐ KanCare (Aetna, Sunflower, United HealthCare)

☐ Kansas Farmworker Health Program

☐ No Health Insurance (Staff are available to help determine if you are eligible for coverage)

☐ Commercial Insurance

☐ Medicare

☐ Other Medicaid

Primary Insurance

Insurance Plan _____

Member ID Number _____

Group Number _____

Policy Holder Information:

Full Name _____

Date of Birth _____

Social Security Number _____

Relationship to Patient _____

Employer _____

Secondary Insurance

Insurance Plan _____

Member ID Number _____

Group Number _____

Policy Holder Information:

Full Name _____

Date of Birth _____

Social Security Number _____

Relationship to Patient _____

Employer _____

Pharmacy: _____
Name

City & State

****Apothecare, located in CHC/SEK's Pittsburg, Fort Scott, Pleasanton, Iola, and Columbus clinics, is CHCSEK's preferred pharmacy.**



Consent for Treatment and Insurance Billing

Please Read and Sign Below.

I give consent for treatment by Community Health Center of Southeast Kansas, Inc. (CHC/SEK) for medical, dental and/or mental health services. I understand that services are available, regardless of ability to pay and without discrimination. If I am consenting for a minor child, I understand that no treatment will be given without my knowledge or consent unless the treatment relates to an emergency or the treatment is otherwise permitted under applicable federal or state law.

- I understand that if I am consenting to treatment of my child, if a court order has been entered with respect to the conservatorship of said child, or impacting my rights to consent to the child's care and treatment, CHC/SEK will not render services to the child until CHC/SEK has received and reviewed the most recent court order.
- I understand that the information in my health record (if a mature minor) or my child's health record is confidential and will not be released to any unauthorized person or agency without consent.
- I assign to CHC/SEK any and all benefits payable from any insurance provider covering the patient or person responsible for the patient's care to be paid directly to CHC/SEK which will be applied to the charges for services rendered.
- I understand that vision and hearing screenings may be billed to my insurance carrier.
- I understand that CHC/SEK may disclose all or any part of the patient's medical record to any insurance company, corporation or person which is or may be liable under a contract or part of CHC/SEK's charges, including, but not limited to, medical services companies, insurance companies or pharmaceutical manufacturers.
- I authorize CHC/SEK to disclose all or any portion of my health record (if a mature minor) or my child's health record to my health care provider (if a mature minor) or my child's health care provider who is: _____.
- I authorize CHC/SEK to disclose all or any portion of my health record (if a mature minor) or my child's health record to school personnel as it relates to my child's academic success.
- I authorize CHC/SEK to examine my school records (if a mature minor) or my child's school records to assist staff in providing the necessary care for my child.
- If there are services you would like to opt out of, please list them here: _____.

With my signature, I certify that I understand the above and that I am authorized to sign for the patient.

Signature of Patient, Agent, Representative, Parent, Legal Guardian or Responsible Party

_____/_____/_____
Relationship to Patient Date (Month/Day/Year)

Printed Student Name: _____ Student Date of Birth: ____/____/____

Health Services

2024-2025 School Year

Baxter Springs USD #508

Students Name		DOB	Grade
Yes	No		
		Attention Deficit Disorder (if YES circle) ADHD ADD Medication:	
		Allergies (if YES, circle below and explain) Food Insect bites/Stings Pollen Animals Medication Will your child have an Epi-pen at school? YES NO	
		Asthma Will your child have an inhaler at school? YES NO	
		Diabetes Medication:	
		Emotional Problems Medication &/or Counseling:	
		Seizure Disorder Type of Seizure: Medication:	
		Other Health Concerns Including Hospitalizations, Operations, or Medications Not Previously Mentioned:	

Kansas State Law requires that each student must present to the school:

- An **up to date immunization record** or a religious exemption or medical exemption
- A **physical exam** performed by a licensed healthcare provider
- A copy of an **official state issued birth certificate**

All medications given at school must be provided by the parent and come in a properly labeled original container and **an authorization for medication form** must be filled out and signed by the prescribing provider/doctor.

I hereby certify that I have read and understand the school requirements for my child. Furthermore, permission is hereby granted to the attending team physician, athletic trainer, coach, school nurse, sponsor, and/or teacher to render any necessary first aid treatment to the child listed below. I understand that in an emergency, effort will be made to contact the Parent/Guardian or other contact persons listed. If such contact is not possible, the transportation and treatment necessary for the best interest of the student may be given.

I also authorize USD #508 schools to release, exchange, and obtain immunization and/or health in their possession, relating to the named student, to the Health Department, physician(s), school personnel working with the student, and/or Kansas Immunization Registry. I understand that this authorization will expire when the student is no longer enrolled in the above named school district and that I may revoke this authorization in writing at any time.

Parent/Guardian signature

Today's date

For Office Use Only HYG Initials _____ FR _____
Screening #s _____ EXT _____
P / F SEALANT(S) _____
SDF _____ ITR _____
Urgent _____ Teacher _____
EO:3 _____ 14 _____ 19 _____ 30 _____



2024-2025 DENTAL Consent Form

Community Health Center of Southeast Kansas will be providing dental treatment at your student's school this year. All children are invited to participate in the program, but the program has a special focus on those children not receiving services elsewhere. No child will be denied services based on insurance status or ability to pay. However, INSURANCE (if available) WILL BE BILLED.

School Name _____ Grade: _____ Parent/Guardian Phone # _____

Student's LEGAL Name _____ DOB: _____ Gender: _____ Age: _____

Parent/Guardian Name _____ Parent/Guardian DOB: _____

Address _____ City _____ State _____ Zip _____

Student's Race

- | | | |
|---|--|---|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> White | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black or African American | <input type="checkbox"/> Decline to Specify |
| | <input type="checkbox"/> Native Hawaiian | |

Student's Ethnicity

- ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Student's Language

- ☐ English ☐ Spanish ☐ Other _____

DENTAL INSURANCE

Please complete the insurance section below. **We will bill your insurance for services provided.**

- ☐ KanCare (Aetna, United Health Care, Sunflower) # _____
☐ Medicaid (Oklahoma or Missouri) # _____
☐ No Insurance
☐ Commercial/ Private Insurance

Commercial Insurance Policy Holder Name _____ DOB _____ SSN# _____

Insurance Company _____ Policy# _____ Group# _____

As parent or legal guardian of the student named above, I give Community Health Center of Southeast Kansas permission to provide dental services by CHC/SEK clinical professionals as is necessary in their judgement. I understand that no promise, guarantee, or warranty has been made regarding the result of any care provided by CHC/SEK.

This consent is valid for **one year** from the Parent/Guardian Signature date below.

Dental services **MAY** include the following: **Cleaning, Sealant, Fluoride, Silver Diamine Fluoride, Temporary Filling, Injection of Local Anesthesia, Baby Tooth Removal, and Exam (exam for Head Start locations only).**

****If local anesthesia or the removal of a baby tooth is recommended, you will receive a phone call before continuing treatment.**

****Please list any services you do NOT want your student to receive _____**

Parent/Guardian Signature _____ Date _____



PLEASE COMPLETE and SIGN SECOND PAGE



DENTAL HEALTH HISTORY FORM

PAGE 2 of 2

Student's First and Last Name _____ DOB _____

When did your student last visit a dentist?

- ☐ In the past year ☐ More than a year ☐ Never

Why did your student visit the dentist?

- ☐ Checkup ☐ Pain ☐ Other
☐ Cleaning ☐ Filling
☐ Tooth pulled

Medical History: Please check all that apply

- ☐ Heart Murmur ☐ Congenital Heart Disorder
☐ Artificial Joints/
Pins/Screws ☐ Diabetes
☐ Seizure Disorder ☐ Hepatitis
☐ Asthma ☐ Heart Disease ☐ Other

Please list all DRUG, FOOD, and other ALLERGIES:

Name of child's medical doctor _____

Is your student required by a physician to take a pre-medication (antibiotics) prior to dental treatment?

If yes, what condition _____

Does your student have special health care needs? If yes, please explain:

Surgeries/ Hospitalizations / Other Medical Conditions:

Please list all medications your student is currently taking:

Please tell us anything you think we should know about your student's health of previous dental experiences that would help us treat or meet their needs _____

I confirm that the above health information is accurate to the best of my knowledge and I will contact the school as soon as possible if any changes occur.

Parent/ Guardian Signature _____ Date _____

BAXTER SPRINGS SCHOOLS, USD 508

1520 Cleveland Avenue ♦ Baxter Springs, KS 66713 ♦ 620-856-2375 ♦ Fax: 620-856-3943

Lincoln Elementary
801 Lincoln Ave
620-856-3322

Central Elementary
1501 Park Ave
620-856-3311



Middle School
104 North Military
620-856-3355

High School
100 North Military
620-856-3366

STUDENT PERMISSION FORM

Student's Name

Grade

DOB

The student listed above has permission to: **(Initial for consent)**

_____ take part in all school sponsored activities.

_____ allow USD 508 to use my child's name, picture, and/or classroom work on the district's web site, school publications, and to provide the same information to local newspapers and/or television stations.

_____ to participate in any reward programs (Weekly Homework Completion Drawings, AR Reading, etc.)

_____ I do give my permission for information contained on my student's permanent school immunization record to be released to the Kansas Immunization Program for the purpose of assessment and reporting. I also give my permission to share these immunization records with other schools, physicians, or health departments as deemed necessary for my child to be immunization compliant as per Kansas laws.

Parent/Guardian Signature

Date

BAXTER SPRINGS USD #508

CUSTODY LAW NOTIFICATION

Custody disputes must be handled by the courts. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the children *UNLESS* one of them has a signed court order that indicates otherwise. The school has no legal right to refuse biological parent's access to their children and/or school records.

If a parent has a signed, current court order limiting the other parent, or any other person, the school *MUST HAVE A COPY* of the court order on file. If a copy is not on file, the school is required by law to release children to their parents with proper identification. Situations that put the welfare of students in question will be handled at the discretion of the Principal/designee. In situations that become a disruption to the school, the Baxter Police Department will be contacted, and an officer will be requested to intervene.

Parents are asked to make every attempt not to involve schools in custody matters. Please have current information on file for your children.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____

Acceptable Use Policy (Computers, Networks, & Internet)

The Internet is a tool for life-long learning. It is a necessary tool for Baxter Springs Public Schools to develop students ready to live and work in the 21st Century.

With the privilege of Internet access comes responsibility and accountability. Baxter Springs Public Schools expects that all students using the District network and the Internet services it provides will:

1. Have the permission of their parent or guardian.
2. Agree to abide by the policies and responsible use set forth in the Baxter Springs Public Schools Acceptable Use Policy.
3. Understand the use of the District network and Internet services is a privilege which may be terminated by the school or district for failing to abide by the policies described in the Acceptable Use Policy.

As the parent or guardian of a Baxter Springs Public Schools student we are asking that you review the policy and guidelines set in this Acceptable Use Policy and that you go over the Acceptable Use Policy with your child so that everyone understands and is in agreement.

Privacy is not guaranteed

The Superintendent, principals, and other administrators may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing student Internet activity to maintain system integrity and ensure that student users are abiding by this policy and are acting responsibly. Privacy is not guaranteed. Electronic messages and files stored on school-based computers may be treated like school lockers.

Use is a Privilege

Use of the network and the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or network/Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

Liability

Baxter Springs Public Schools makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including -- but not limited to -- loss of data resulting from delays or interruptions in service. The school district will not be responsible for the accuracy, nature, or quality of information stored on school district diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through school district provided Internet access. The school district will not be responsible for personal property used to access school district computers or network for school district-provided Internet access. The school district will not be responsible for unauthorized financial obligations resulting from school district-provided access to the Internet.

Parental Advisory

The global and changing nature of the Internet network's contents make it extremely difficult for the school district to completely regulate and monitor the information received or sent by students. As such, the school district cannot assure parents that students will be denied access to undesirable materials or sending or receiving objectionable communications. Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the school district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well.

Acceptable Use

The educational value of student Internet access is the joint responsibility of students, teachers, parents and employees of Baxter Springs Public Schools. Since access to the Internet is a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable network resources to pursue frivolous ends, not consistent with the mission of Baxter Springs Public Schools is prohibited. **All use must be consistent with the educational mission and goals of the school district.**

Unacceptable Use for Student Users

- Users shall not use school district computers or networks for purposes of personal profit, any non-instructional, or non-administrative purpose (e.g., activities for personal profit).
- Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.
- Users shall not use or try to discover another user's password.
- Users shall not copy, change or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his designee.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
- Users shall not deliberately access or create any obscene or objectionable information, language or images.
- Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher or the superintendent or his designee.
- Users shall not take home technology equipment (hardware or software) without permission of the supervisor.
- Users shall not gain unauthorized access to resources or entities.
- Users shall not invade the privacy of individuals.
- Users shall not post anonymous messages.
- Users shall not use the network for commercial or private advertising. The Internet, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.
- Users shall not use the network while access privileges are suspended or revoked.
- Users shall report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.

Student Internet Access Return Form

Fill out the statement below and return it to your child's school if you wish to allow your child access to the Internet at school. If you do not return this form, the school will assume that you do not give your permission for Internet access to your student.

I request that my child be allowed to have Internet access at school. I have read and understand the Baxter Springs Public Schools Acceptable Use Policy. This authorization will expire when the student is no longer enrolled in their current school.

Student Name (Print)

Parent Name (Print)

Student Signature

Parent Signature

(Authorized faculty designee will retain this form on file for the duration of applicable computer/network/Internet use.)

BAXTER SPRINGS PUBLIC SCHOOLS
Enrollment Residency Questionnaire
For Homeless

This form is intended to address the McKinney-Vento Act. Your answers will help determine residency documents and certain needs for the student. Please fill out. If none of the choices in Section "A" apply then check the box in Section "B" and you do not have to provide any further information.

Presently, where is the *student* living? (Check one)

Section A	Section B
<p><input type="checkbox"/> In a shelter _____ Shelter Name</p> <p><input type="checkbox"/> <i>Temporarily</i> with more than one family (due to loss of job, loss of housing, etc.)</p> <p><input type="checkbox"/> In a motel, car, or campsite</p> <p><input type="checkbox"/> In a temporary foster care awaiting permanent placement</p> <p><input type="checkbox"/> Alone without parental support (independent living Student)</p> <p>CONTINUE: If you checked a box in this section, please <i>complete the rest of this form</i>.</p>	<p><input type="checkbox"/> Choices in Section A do NOT apply.</p> <p>STOP: If you checked this section, you do <i>not</i> need to complete the remainder of this form.</p>

Student Name _____ Date of Birth _____

School _____ Grade _____ Male ☐ Female ☐

Parent/Guardian(s) _____

Present Address _____

City _____ State ____ Zip _____ Phone _____

Last School Attended _____ City _____ State ____

THIS AREA FOR STAFF USE:

At time of enrollment, please check off documents that are presented: Date Enrolled:

__Address Verification __Birth Certificate __Immunization __Previous School Records

*****Please admit student immediately while documentation is being obtained*****

If **Section A** is checked:

Instructions for Office Staff – Make a copy of the completed form. Send it via interschool mail to the Homeless Education Coordinator. The homeless liaison will notify Nutrition Services regarding meal status. (Meal Application not needed – only the Waiver of Confidentiality needs to be filled out for these families.)

Baxter Springs, Kansas
Parent & Student Learning Compact

Student _____ Date _____

School _____

This Learning Compact is a way for the school and the parents to become equal partners in student learning.

The school will do the following.

- Provide education activities that are appropriate for your child.
- Provide communication to parents concerning your child.
- Provide necessary assistance to parents so they can help their child.
- Have high expectations for student achievement.
- Provide a safe and encouraging learning environment.
- Make learning as enjoyable and relevant as possible.
- Make use of all support services and materials available.
- Assign relevant and useful homework.
- Show respect for each child.

Signature _____

As a student I will do the following. (optional)

- Attend school regularly.
- Work Hard to do the best I can in class.
- Respect and cooperate with other students and adults.
- Ask for help when I need it.
- Complete and return homework.
- Help keep my school safe.
- Follow school rules.

Signature _____

As a parent I will do the following.

- Attend parent-teacher conferences.
- Make sure my child has their physical and emotional needs met.
- Encourage my child to do their best in school.
- Talk to my child and show interest in what they are doing in school.
- Provide a quiet place for study in my home.
- Make sure my child does assigned homework and provide support when needed.

Signature _____

USD 508 Baxter Springs Schools
Consent for Disclosure
Sharing Information with Other Programs

Dear Parent/Guardian:

You do not have to sign or send in this form to get reduced price or free Child Nutrition Program benefits for your children. If you do not sign the Consent for Disclosure, it will not affect eligibility for or participation in the Child Nutrition Programs.

To save you time and effort, information about your children's eligibility for reduced price or free Child Nutrition Program benefits may be shared with other programs for which your children may qualify. For the programs listed below, we must have your permission to share your information.

☒ **Yes, I DO** want school officials to share information about my children's eligibility for Child Nutrition Program benefits only with the programs I have checked below.

☒ Book Fee

☒ Technology Fee

☐ _____

☐ _____

If you checked yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

Child's Name: _____

School: _____

Child's Name: _____

School: _____

Child's Name: _____

School: _____

Child's Name: _____

School: _____

Child's Name: _____

School: _____

Child's Name: _____

School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call or e-mail:

School Official's Name: Misha Himes
himesm@usd508.org

Phone: 620-856-2375

E-Mail:

Return this form to the address below by _____.

Address: 1108 Military Ave. Baxter Springs, KS 66713

This institution is an equal opportunity provider.