

## INSTRUCTIONS FOR STUDENT ENROLLMENT & MEDICAL INFORMATION

**Please read these directions before completing the enrollment and medical informational sheet.**

- **Student Name:** List the student's full legal name.
- **Other Enrollment Information:** Please list the following in the appropriate blanks: bus to school (AM), bus from school (PM), social security number, home address, home phone, gender, date of birth, birthplace, and ethnicity. If your phone number is unlisted, please write it in parentheses with (UNL) immediately behind the phone number. We need this information to contact you, but will not share the unlisted number with others.
- **Parent/Guardian Information:**
  - ✓ If the student lives with both parents, please list the father as the 1<sup>st</sup> Parent and the mother as the 2<sup>nd</sup> Parent.
  - ✓ If the student does not live with both parents, list the custodial parent (the one the student lives with) as the 1<sup>st</sup> Parent.
  - ✓ If the non-custodial parent lives in the school district, then list the non-custodial parent as the 2<sup>nd</sup> Parent.
  - ✓ If the student does not live with a parent, please complete the guardian's information.
  - ✓ Complete all of the information after each parent/guardian name. It is important that we have as many contact phone numbers as possible.
  - ✓ Check the appropriate box for "With whom does your student live?" If Other, please state relationship (foster parent, grandparent, aunt/uncle, step-parent.)
  - ✓ In cases of a custodial parent or guardian, the school must be provided with a copy of the official paperwork that specifies custody or guardianship.
- **Other Emergency Contact:** It would be helpful to give two (2) emergency contact persons and their contact information.
- **School Last Attended:** Fill out the last school your student attended and the school's address.
- **Other Family At Home:** List only the siblings (brothers and sisters) who are living at home.
- **Medical:** In case of an emergency, this information is vital. Please complete as fully as possible.
- **Authorization and Permission:** Please don't forget to sign and date the form.

***Thank you!***