



School District of Somerset

Somerset, WI 54025

Student Registration

Please contact the appropriate staff member (found in this packet) to set-up an appointment to enroll your child. During your visit you will need this registration document filled out as well as proof of your home address and a certified birth certificate (this is for verification purposes only and will not be kept).

Entering _____ Grade in 20__-20_____(School Year) Grade Repeated _____		Gender: <input type="checkbox"/> F <input type="checkbox"/> M
Student's Legal Name (first, middle, last): _____		
Address (street, city, zip code): _____ Telephone Number: _____		
Date of Birth: ____/____/____ Verification and Documentation of Date of Birth <input type="checkbox"/> Yes <input type="checkbox"/> No		Verification Certified Birth Certificate (original only/ no photocopies) Staff Initials: _____ Proof of Residency Staff Initials: _____
Place of Birth: _____(City, County, State, Country)		
If your student was born outside of the U.S.: What year did they begin attending a U.S. school? _____		
Resident of Somerset School District <input type="checkbox"/> Yes <input type="checkbox"/> No Applied for Open Enrollment <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been enrolled in any of these types of programs at your previous school? <input type="checkbox"/> Special Education (LD, CD, EBD, S/L, OT/PT) <input type="checkbox"/> Honors/Accelerated/GT <input type="checkbox"/> Title I Reading/Math <input type="checkbox"/> Section 504 Accommodation Plan <input type="checkbox"/> Alternative School <input type="checkbox"/> Home School <input type="checkbox"/> ELL <input type="checkbox"/> Virtual Are there any other health or learning impairments that your child may have (list below)? This information will help with placement of your child.	
Ethnic Category Information: Please answer both questions below 1. Is this student Hispanic or Latino? (Check only one) <input type="checkbox"/> Yes, Hispanic or Latino <input type="checkbox"/> No, not Hispanic or Latino (Yes, or No, you must answer question 2) 2. Is this student: (Choose one or more. You must select at least one) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black of African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		
School Last Attended: School Name: _____ Dates Attended: _____ <input type="checkbox"/> Public <input type="checkbox"/> Private Address: _____ Phone Number: _____ Fax Number: _____ Have you been enrolled in the Somerset School District in the past: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when: _____		
Please read, and then place your initials by each statement below: ___ I declare that my son/daughter has not been expelled or was under the process of expulsion, from a previous school district pursuant to Section 120.13(1)(f) of the Wisconsin Statutes. I understand and acknowledge that my failure to provide a true response to this statement is grounds for expulsion of my son/daughter, pursuant to Section 120.13(1)(f) of the Wisconsin Statutes. ___ I have the legal authority to enroll this child in school. The information provided on this form is true and accurate to the best of my knowledge.		
☒ Parent/Guardian Signature: _____		Date: _____
Office Use Only: Grade: _____ Student #: _____ Graduation Year: _____ Locker #: _____ Homeroom: _____ Records request sent <input type="checkbox"/> Send: <input type="checkbox"/> Lynn Harstad - Pupil Services (Student registration) <input type="checkbox"/> Michelle Mahler, District Office (Transportation form) <input type="checkbox"/> Dawn Spafford, MS Health Office (Census form) <input type="checkbox"/> Health Office (Student Emergency & Family Information)		



School District of Somerset
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Student Family Information

Student Full Legal Name: _____ D.O.B: _____ Gender: _____ Grade: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone #: _____ Are you living in temporary housing (circle one)? Yes No

Parents Marital Status (circle one): Married Single Divorced Widow(er)

If divorced, indicate custody (circle one): Sole Joint

If joint custody, do you request that both parents receive student information (circle one)? Yes No

Parent/Guardian Residing with Student

1. Legal Name: _____ Relationship to student: _____

Cell Phone #: _____ Email Address: _____

Employer: _____ Work Phone #: _____

2. Legal Name: _____ Relationship to student: _____

Cell Phone #: _____ Email Address: _____

Employer: _____ Work Phone #: _____

Guardian Information/Second Mailing (50/50 or non-custodial parent)

Legal Name: _____ Relationship: _____

Address: _____ Home Phone #: _____

Cell Phone #: _____ Employer: _____ Work Phone #: _____

Email Address: _____

Is there anyone not allowed access to student? If so, documentation is required. Name of person(s) not to have access to student and their relationship: _____



School District of Somerset

Learning Today to Succeed Tomorrow.

Safeway Bus Company (715) 247-2090
Student Transportation Information

Transportation Guidelines:

- Be at the designated school bus stop 10 minutes before the scheduled pick-up time.
- Follow the directions of the school bus driver promptly and courteously.
- Never walk behind the rear of the bus.
- Large items may not be transported on a bus.
- Call Safe-Way if your child is not riding in the morning.

Please remember:

- Students who are not authorized riders are not permitted to ride a bus to a friend's home.

STUDENT NAME	GRADE	SCHOOL

Parent(s) Name: _____

Home Address: _____ City: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email address: _____ Preferred method of contact: _____

Emergency Contact if parents aren't available:

Name: _____ Phone: _____

Transportation pick-up and drop-off if other than home address (Daycare providers, etc.):

Pick-up at: _____	_____	_____	_____
	Name	Address	Phone
Drop-off at: _____	_____	_____	_____
	Name	Address	Phone

Additions or changes to student transportation must be made by contacting Michelle Mahler at the District Office at **715-247-4848 Ext 507** or transportation@somerset.k12.wi.us. Additions or changes must be requested two school days in advance; please plan accordingly.

Start date for transportation: _____



School District of Somerset
 Somerset, WI 54025
Transportation/Medical Request

The Somerset School District would like to share medical information regarding your child(ren) with Safe-Way Bus Co. to ensure that their drivers are aware of any medical issues that could arise while transporting your child(ren). Medical conditions may include allergic reactions, asthma, seizure disorders or diabetes. Please indicate your preference below:

_____ Yes, please share medical information listed below with Safe-Way Bus Co.

_____ No, I request that Somerset School District not share medical information with Safe-Way Bus Co.

Medical information that you would like to be shared with Safe-Way Bus Co.:

My child wears a Medic Alert ID:

_____ Yes

_____ No

*Safe-Way Bus Co. employees are not medical practitioners. Safe-Way Bus Co. will contact 911 if your child has a medical emergency on the bus.

Parent(s)/Guardian(s) Name: _____

Signature(s): _____

Please list your child(ren) below:

Student (print) _____ Grade _____

Student (print) _____ Grade _____

Student (print) _____ Grade _____

Student (print) _____ Grade _____

Please have your child return this form to their bus driver. For questions, please contact Michelle Mahler at the Somerset School District, (715)247-4848, Ext. 507 or Vicky Java at Safe-Way Bus Co., (715)247-2090.

TRANSPORTATION

Somerset School District Transportation

For your first-level contact on transportation issues, the district transportation coordinator works closely with parents, staff, and Safe-Way to make sure that our transportation system operates smoothly. If you need to discuss your bus route needs, please contact our business office.

District Contact

Michelle Mahler is the District contact for all transportation issues. She can be reached at 247-4848 ext. 507, or by e-mail at transportation@somerset.k12.wi.us.

Routes

If you need transportation for the school year, please submit a Transportation Request to Michelle in the District Office as soon as possible. All riders must **register annually**, and forms can be found online through the district's webpage under Transportation. Michelle would be happy to answer questions and can be reached via email at transportation@somerset.k12.wi.us, or by calling 715/247-4848 ext. 507. Routes are designed in early August; please contact us as soon as possible if your student will need transportation for the school year. Be sure to check out the Somerset School District Facebook page and the school district website for current information and reminders.

Contractor

Safe-Way Bus Company has been the district bus contractor since 2006. They have been in the business for over 40 years, also impacting the areas of Hudson, WI and Inver Grover Heights, MN. Vicky (Terminal Manager) and Lane (Dispatch) work closely with our school district to provide safe and reliable transportation for our students. The contact number at Safe-Way is 715-247-2090.

IF YOUR CHILD IS NOT RIDING, please contact Safe-Way directly to ensure that the message reaches the driver in time.

IF YOU HAVE CONCERNS ABOUT YOUR CHILD'S ROUTE, please call Safe-Way to discuss the issue. If your concern is not resolved, please contact the district transportation coordinator.

Transportation Information

Wisconsin State Statutes require that school districts provide transportation for students whose primary residence is more than two (2) miles from school. For students less than two miles, transportation is only required if there is an area of "unusual hazard" that is not mitigated in another way (i.e., crossing guards). All other transportation is at the district's discretion.

Somerset School District gladly accommodates the following scenarios:

- A different stop location in the afternoon than in the morning.
- Multiple stop locations if the child is from a split family.
- Multiple stop locations each week (i.e., home three days a week and day care two days a week).
- Transportation to/from day care locations.
- Temporary schedule changes, *with advance notice*.

The following scenarios are **NOT** permitted:

- A bus rider may not bring home a student who normally walks or rides a different bus.
- A bus rider may not bring a group of children home with him/her (i.e., birthday parties).

We do our best to accommodate the changing circumstances of people's lives, but with some limitations. The district's main concern is the safety of your child(ren), so we need to know where they are and where they are going on an ongoing basis. Setting some limitations regarding transportation puts the district in the best position to ensure your child's safety.

Schedule Changes

All changes need to go through the district's transportation coordinator. Michelle will notify the school(s) and the bus company of schedule changes. We ask that you give a three-day notice for a permanent change ("*going to daycare for the remainder of the year*"), and a two-day notice for a temporary change ("*going to grandparents' house during our time away*").

Transportation to Daycare/Alternate Locations

The district recognizes that many families have two working parents, and that dropping children – especially younger children – at an empty home is not the preferred option. The district will therefore work to honor requests for transportation to/from daycare facilities if the location is eligible for bus service and if there is room on the bus which passes by the daycare location. However, routes will not be altered to accommodate this service.

Please note:

- Parents must complete a revised Transportation Registration form, which is available online, indicating the alternate location.
- Students eligible to ride the bus will have preference over walkers.
- Priority will be given to younger students in the event of space limitations on the bus.
- Requests may take a few days to process and schedule.
- The District reserves the right to deny a request for any reason.

Split Family Arrangements

The district recognizes that children may come from split families and may need transportation to/from one parent's house for part of the week and to/from the other parent's house for the rest of the week (or every other week, or...). The district will attempt to accommodate such arrangements. Please contact Michelle in the district office to discuss your specific circumstances.

Special Requests: Requests to modify transport for going to friends' homes overnight, birthday parties, etc., will not typically be approved. This is done to minimize disruption to the routes, to better ensure the safety of the students during loading and unloading of buses, and to help the district and Safe-Way be accountable for the whereabouts of students at all times. ***If there is an emergency situation or need for a short-notice transportation change, please contact the student's building principal for consideration.***

Reminders

Drivers must stop on the street or highway 20 feet or more from any school bus that has stopped and is flashing red warning lights.

- This applies both to vehicles approaching from the rear and from the opposing lanes.
- All lanes of traffic must stop for the school bus, except in opposing lanes if the highway is divided with a center median.
- No vehicle may proceed until the bus resumes motion and has turned off the red warning lights.
- The stop arm on the bus is an added communication to other drivers, but the lack of an extended stop arm is not reason to pass a bus while red lights are flashing.

A vehicle owner can be cited when the driver of a car passes a school bus illegally. A law enforcement officer need not witness this violation if the school bus driver reports it to the law enforcement agency within 24 hours. Fines can be quite high for illegally passing a school bus, but the risk of hitting a child is even higher.

The “**bus lane**” by the middle school is to be used only **before** 7:30 am and **after** 3:30 pm daily. Drivers can be ticketed if found using it between 7:30 am and 3:30 pm.

The Somerset School District utilizes video cameras on school buses for the primary purpose of reducing disciplinary problems. The use of cameras also allows drivers to focus their attention on driving the buses, and so enhances the safety of transportation for all students.

The authorization to view bus video is restricted to the district business office, the bus contractor, bus drivers, building principals, the police school liaison officer and the district administrator under normal circumstances. Bus video footage may be used in the investigation of bus incidents and in the application of discipline for students.

Large items are not to be transported on the bus. Buses cannot accommodate items such as sleds, golf clubs, skis, large band equipment, etc.

If you have any questions or concerns about Somerset School District school bus transportation, please don't hesitate to contact us at 247-3313.



School District of Somerset

Somerset, WI 54025

Request for Records

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

School last attended: _____ Address: _____

Phone Number: _____ Fax Number: _____

Based on State Law, the information to be disclosed and exchanged consists of:

- Official student academic/administrative records (identifying information, grade level completed, grades, class rank, attendance records, and group aptitude and achievement test results)
- Medical and/or related health records
- Psychological evaluations or social work reports *(if applicable)*
- Team evaluations and related reports *(if applicable)*
- Appropriate agency reports *(if applicable)*
- Individualized Education Program (IEP) *(if applicable)*

Others (specify): _____

Authorization

Pursuant to Wisconsin Statutes 118.125(4) Federal Regulations, Section 99.3 1/34 you are authorized to forward the above student's records (progress, health and behavioral) by this official notification of student's enrollment. Behavioral records include special education and discipline records.

We would appreciate a response if for some reason you cannot fulfill this request within the statutory required (5) school days.

Parent Signature: _____ Date: _____

Student Signature (if 18 years of age): _____ Date: _____

Forward Records to the Appropriate Location Listed Below

- Somerset Elementary School** 635 Sunrise Drive Somerset, WI 54025
Phone: 715-247-4848, Ext. 600 Fax: 715-247-3327
Enrollment Contact: Lisa Hohler (lhohler@somerset.k12.wi.us)
- Somerset Middle School** 625 Sunrise Drive Somerset, WI 54025
Phone: 715-247-4848, Ext. 300 Fax: 715-247-4437
Enrollment Contact: Susan Richardson (srichardson@somerset.k12.wi.us)
- Somerset High School** 645 Sunrise Drive Somerset, WI 54025
Phone: 715-247-3355, Ext. 201 Fax: 715-247-3864
Enrollment Contact: Rochelle Lindquist (rlindquist@somerset.k12.wi.us)
(Fax or email Transcripts ASAP)
- Somerset Pupil Services** Fax current **IEP** and most recent evaluation before sending file to 715-247-4437
Phone: 715-247-4848, Ext. 571
Enrollment Contact: Lynn Harstad (lharstad@somerset.k12.wi.us)



School District of Somerset
 P.O. Box 100 Somerset, WI 54025
Census Information

To All Somerset District Residents:

Every year, the Somerset School District is required by law to complete an annual school census (Wisconsin Statute 120.18). This census report assists the district in long-term planning for school facilities, programs, staff and busing.

Please list all children under the age of 21 (include infants and pre-school aged children, those attending private, public or are home schooled) living at the address you include below.

Name (first, middle, last)	Sex F = female M = male	Date of Birth (month, day, year)	Age

Please complete the information below:

Name: _____ Relationship to children: _____

Name: _____ Relationship to children: _____

Address: _____ Zip Code: _____

Phone number: _____

Thank you for taking the time to complete this form. If you have any questions, please call (715) 247-4400 extension 330.



**School District of Somerset
Somerset, WI 54025
Home Language Survey**

Student Name: _____

Name of person completing the survey: _____

1. What language did the child learn when she/he first began to talk?

English Other Other Language(s): _____

2. What language does the family speak at home most of the time?

English Other Other Language(s): _____

3. What language does the parent(s) speak to her/his child most of the time?

English Other Other Language(s): _____

4. What language does the child speak to his /her parents(s) most of the time?

English Other Other Language(s): _____

5. What language does the child hear and understand in the home?

English Other Other Language(s): _____

6. What language does the child speak to her/his brothers/sisters most of the time?

English Other Other Language(s): _____

7. What language does the child speak to her/his friends most of the time?

English Other Other Language(s): _____

8. Can an adult family member or extended family member speak English? Yes No

9. Can an adult family member read English? Yes No

Name of family member: _____ Phone #: _____

Do the parents/guardians request oral and/or written communication from the school to be in English
(Circle from options below)?

Written Yes No

Oral Yes No

If no, in what language? _____



School District of Somerset

Somerset, WI 54025

Contact Information

Somerset Elementary School

635 Sunrise Drive

Somerset, WI 54025

Phone: (715) 247-3311

Fax: (715) 247-3327

Principal: Dr. Christopher Kamrath (ckamrath@somerset.k12.wi.us)

Building Secretary: Lisa Hohler (lhohler@somerset.k12.wi.us)

Somerset Middle School

625 Sunrise Drive

Somerset, WI 54025

Phone: (715) 247-4400

Fax: (715)247-4437

Principal: Sara Eichten (seichten@somerset.k12.wi.us)

Building Secretary: Susan Richardson (srichardson@somerset.k12.wi.us)

Somerset High School

645 Sunrise Drive

Somerset, WI 54025

Phone: (715) 247-3355

Fax: (715) 247-3864

Principal: Chris Moore (cmoore@somerset.k12.wi.us)

Building Secretaries: Dawn Miller (dmiller@somerset.k12.wi.us) and
Rochelle Lindquist (rlindquist@somerset.k12.wi.us)

Pupil Services

625 Sunrise Drive

Somerset, WI 54025

Phone: (715) 247-4400 extension 571

Fax: (715) 247- 4437

Director of Pupil Services: Shannon Donnelly (sdonnelly@somerset.k12.wi.us)

Pupil Services Secretary: Lynn Harstad (lharstad@somerset.k12.wi.us)