

# ESTANCIA SECONDARY SCHOOLS

## Student Demographic Information Sheet

2021– 2022

Date \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_ Town/State of Birth \_\_\_\_\_

Physical Address \_\_\_\_\_ Student Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Father's/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother's/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Last School attended (other than EHS) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Ethnicity/ Race: Caucasian \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ Black \_\_\_\_\_ Asian \_\_\_\_\_

Other \_\_\_\_\_

### In case of emergency please call

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Relation \_\_\_\_\_ Student can be released to **EMERGENCY ONLY**(check one) yes \_\_\_ no \_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Relation \_\_\_\_\_ Student can be released to **EMERGENCY ONLY**(check one) yes \_\_\_ no \_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Relation \_\_\_\_\_ Student can be released to **EMERGENCY ONLY**(check one) yes \_\_\_ no \_\_\_

Physician Name \_\_\_\_\_ Phone \_\_\_\_\_

Please check this box if this student has or ever had Special Education services and an IEP.

Are there legal records the school should have regarding custody agreements for this student? \_\_\_\_\_ Y/N if yes please provide a copy so that your rights can be adequately protected.

BROTHERS & SISTERS	DATE OF BIRTH	GRADE	SCHOOL
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Parent or Guardian Signature

Date

# ESTANCIA MUNICIPAL SCHOOLS

## BIRTH CERTIFICATE EXTRACT

**Student Name:**

File No.	Order No.	County of Birth:
Date of Birth:	Date of Registration:	
Name of Person Registered:	Sex:	
Name of Father	Name of Mother	

CERTIFICATE NUMBER:

EMPLOYEE CERTIFICATION: I attest, under penalty of perjury, that I have viewed the original State publicly filed Birth Certificate presented for the above student and that it appears to be genuine.

\_\_\_\_\_  
Estancia Municipal Schools Employee

\_\_\_\_\_  
Date

P.O. Box 68, Estancia, New Mexico 87035

(505) 384-2004 – 384-2005, Fax (505) 384-2055

## Discipline

1. Does this student have a juvenile probation record?

\_\_\_ No (skip questions a, b, c and d and go on to question 2)

\_\_\_ Yes (answer questions a, b, c, and d)

a. Identify each delinquent act for which the student was committed to the PO:

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b. Were any of the acts listed committed in connection with gang-related activity

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c. What are the conditions of probation? \_\_\_\_\_

d. Who is the student's probation officer? \_\_\_\_\_

Phone number of J.P.O. \_\_\_\_\_ County \_\_\_\_\_

2. Has the student ever received school discipline for gang-related activities?

\_\_\_ No (skip questions a and b and go to question 3)

\_\_\_ Yes (answer questions a and b)

a. Identify the school and school district \_\_\_\_\_

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b. State the infractions and discipline received \_\_\_\_\_

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3. Has this student been expelled from another school district?

\_\_\_ No (skip questions a, b, and c and go on to question 4)

\_\_\_ Yes ( answer questions a, b, and c)

a. Reason(s) for expulsion \_\_\_\_\_

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b. What district? \_\_\_\_\_

c. Name of school official \_\_\_\_\_

4. Has this student been suspended from another school district?

\_\_\_ No (skip questions a and b and go on to question 5)

\_\_\_ Yes (answer questions a and b)

a. Identify the school and districts \_\_\_\_\_  
\_\_\_\_\_

b. State the infraction (s) and the length of suspension received for each \_\_\_\_\_  
\_\_\_\_\_

5. Has a parent of this student ever been notified by any of his or her previous schools regarding attendance or truancy problems?

\_\_\_ No

\_\_\_ Yes

6. Has this student been placed in any special programs?

\_\_\_ No

\_\_\_ Yes (Which level/exceptionality?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that any false or incomplete statements on this form may result in immediate suspension.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## ESTANCIA SECONDARY SCHOOLS

### HOME LANGUAGE SURVEY

The Estancia School District is requesting the following information to determine the language(s) spoken and heard at home by each child. The information is needed in order to provide the best instruction possible for all students. Thank you for your help.

Name:	Date:
Grade:	School:

Yes      No      Does the student speak a language other than English?      (Do not count languages learned in foreign language classes)

Yes      No      Does the student understand a language other than English?      (Do not count languages learned in foreign language classes)

Yes      No      Does anyone in the student's home speak a language other than English?  
(Count parents, guardians, babysitter, siblings, grandparents and others only if live or work in the student's home)

### **STOP HERE**

**If the answers to question 1 through 3 are "no" do not continue.**

**If any of the answers to questions 1 through 3 are "yes," complete the following questions.**

What was the student's first language?	
Including English, what language(s) does the student speak?	
Which language(s) does the student understand?	
Which language does the student speak most often, including English?	
Which language is spoken most often at the student's home, regardless of what the student speaks?	
Are there any family members in the home who speak another language (other than English)?  <div style="text-align: center;">                     Yes                      No                 </div> If yes please write the language next to the name of the person.	Mother _____ Father _____ Grandmother _____ Grandfather _____ Brother _____ Sister _____ Aunt _____ Uncle _____ Cousin _____ Babysitter _____ Caregiver _____ _____

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

## New Mexico Student Residency Questionnaire Form

**Section A**

New Mexico School District: **Estancia Municipal Schools**  
**Only one form required per family, per school.**

*Our child/children may be eligible for additional education services through Title I, Part A, Title I Part C-Migrant, and/or Title X, Part C Federal McKinney-Vento Assistance Act. Completing this questionnaire will assist in determining eligibility.*

School: **Estancia High**   
**Estancia Middle**   
**Upper Elementary**   
**Lower Elementary**   
**Van Stone**

1. Where are you and your family currently staying? **Check one box below.**

**Section B**

- Rent, own my own home. ***If you rent or own your own home, please skip to question #2.***
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
- Living in emergency transitional shelters.
- Living in a public or private place not ordinarily used as a regular sleeping accommodation for human beings such as living in a car, park, public place, abandoned buildings, substandard housing, bus or train stations or similar settings.
- Unaccompanied youth living in the above circumstances.
- Other

2. The Student(s) live with: a.) Parent/Legal Guardian  b.) An adult that is not a parent/legal guardian   
 c.) Alone/Other

3. Has a parent or guardian moved in the past 3 years to seek work as a paid laborer in any type of farming (sod, dairy, chicken, vegetable, citrus or other) or fishing?  Yes  No

4. If you checked any box in Section B or answered Yes to question 3 above, your child may be eligible for additional educational services through Title I-Part A, Title I-Part C Migrant, or Title X-Part C Federal McKinney-Vento Assistance Act. Please print in the spaces below the name of all of your children living with you. Include children that are not yet in school.

First Name	Last Name	M/F	DOB	Grade	School Name

5. Would you like to be contacted by the McKinney-Vento liaison for your child's school?  Yes  No

6. The undersigned certifies that the information provided above is accurate.

Print Name – Indicate Relationship to Student: Parent  Guardian  Adult Caring for Student  Signature/Date \_\_\_\_\_

(Area Code) Phone Number \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

All homeless and migrant students are automatically and immediately eligible for FREE or REDUCED price meals the day of enrollment. **Estancia Municipal Schools is currently School-wide FREE meals (2021).**

- Referral Form submitted to District McKinney-Vento Liaison Date/Sig. \_\_\_\_\_
- Referral Form submitted to School McKinney-Vento Liaison Date/Sig. \_\_\_\_\_

## Notification of Rights under FERPA

### For Elementary and Secondary Schools

Dear Parent:

*The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the students educational records. These rights transfer to the student when he or she turns 18 years of age or enters post secondary educational institution at any age ("eligible student").* These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the school receives a request for access.

Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The school Principal will make arrangements for access to notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent of eligible students believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school Principal, clearly identify the part of the record they want changed, and specify why it should be change. If the school decides not to amend the record as requested by the parent or eligible students, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to a consent to disclosure of personally identifiable information contained in the students education records, except to the extent that FERPA authorized disclosures without consent.

One exception, which permits disclosures without consent, is disclosures to school officials with legitimate educational interests. A school official is a person employed with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, and instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provided a service instead of using its own employees or officials (such as and attorney, auditors, medical consultant or therapist); or parent or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to Comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5902

If you need additional information, please call your child's school Principal

Sincerely,



**ESTANCIA SECONDARY SCHOOLS**  
**WAIVER AND CONSENT**  
**DISCLOSE STUDENT INFORMATION**

The following activities are beneficial to the educational process of my child identified below. Having the legal authority to do so, I hereby grant permission to the Estancia School District to release information about my child in connection with the following education related activities by marking the corresponding box (es):

- Inclusion in the Honor roll and publication of my student's name as part of the Honor Roll in any print or broadcast medium for the purpose of recognizing the named student's academic achievements. Such recognition may include publication of criteria for Honor Roll inclusion such as name and grade point average.
- Inclusion in other honors publicly bestowed on my student by the District, School or School-related organization including any honor related to academic achievement, community service, or extra-curricular activity. Public recognition of my student may include dissemination of the criteria for my student's honor including name, grade average and like information.
- Public display of student artwork, and other school-related material, which may bear any award, grade earned and my student's name.
- Identification in written or oral recommendations of my student by an employee of the District.
- Inclusion of my student's picture and name in print, broadcast, film, video or web-based media.

I also understand that this granting permission shall only be revoked by written instrument delivered to the principal of the school that the student attends. This consent shall remain in effect, unless revoked for the 2021-2022 school year.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Student (if over 18)

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Estancia Secondary Schools Academic Integrity Policy

Estancia Secondary Schools (7-12) expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination, assignment or project—is strictly prohibited. The Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of the Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly relayed.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one’s own ideas or words, and to create the production of another. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else’s ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam, assignment or project.
- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below.

<b>Range of Consequences</b>	
<b>First Offense</b>	<b>Immediate Action</b> <ul style="list-style-type: none"> <li>▪ Teacher contact with parent</li> <li>▪ Teacher referral to administration</li> <li>▪ A zero on test, exam, assignment or project</li> <li>▪ 1 day Out-of-School Suspension</li> <li>▪ Possible Extra-curricular Activity Impact depending on bylaws</li> </ul>
<b>Second Offense</b> (in any course)	<ul style="list-style-type: none"> <li>▪ <b>Immediate Action</b></li> <li>▪ Parent/Student/Administrator Meeting set up by teacher</li> <li>▪ School Leadership Team (SLT) will meet and based on following information will sanction student with 1-9 days of Out-of-School Suspension <b>with consideration of the following:</b> <ul style="list-style-type: none"> <li>• Circumstances of cheating</li> <li>• Student Impact Statement</li> </ul> </li> </ul>
<b>Third and Further Offense</b>	<ul style="list-style-type: none"> <li>▪ <b>Immediate Action</b></li> <li>▪ Due Process Hearing (Superintendent)</li> </ul>

**Estancia Secondary Schools  
Academic Integrity Policy  
Student/Parent Signature Page**

*Students should consider the impact that plagiarism **and/or cheating** could have on their grades and their permanent conduct records before they make the decision to violate the policy. Neither teachers nor administrators will lessen the penalties to prevent them from harming the student's grade or conduct record.*

Signing this policy indicates that the student and parent understand the rationale for the policy, the definition of plagiarism **and cheating**, and the penalty for violating this policy. A signature indicates that neither the student nor the parent will attempt to explain or to justify a plagiarism offense with the argument that the student was unaware of the policy or did not understand that he or she was committing plagiarism.

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**Plagiarism and Cheating Policy**

I have read the policy and I understand it. My teacher has reviewed this policy with me and has given me a chance to ask questions about it. I understand that it applies to all of my assignments in all of my classes all year long, including any summer reading assignments.

Print Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the policy and I understand it. I will support it by discussing it with my child and agree that my child will abide by it. I will do my best to ensure his or her accountability in his or her schoolwork.

Print Parent Name \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Estancia Secondary Schools**  
**Acceptable Use Policy for Technological Resources**  
**2021-2022**

**Introduction**

Estancia Municipal Schools provides technological resources that support the instructional philosophies and strategies set forth by the administration and board of education. Through the use of technological resources, students and staff will have the opportunity to gain information, build computer literacy skills, support standards-based learning, communicate, and enhance academic/career skills. Utilizing a technology-rich environment will assist students in becoming effective problem solvers and decision makers. Proper use of technology is essential if all are to gain its maximum benefit. Thus, the Estancia Municipal Schools has developed this Acceptable Use Policy.

**User Responsibilities**

Access to technological resources is a privilege (not a right) provided to all staff and students. Technological resources must be used in a proper legal and ethical manner that supports the goals set forth by the Estancia Municipal Schools Board of education and the site administration. Users are required to respect the rights of others, abide by the regulations/procedures set forth by the board and site administration. By using technological resources, the user agrees to share the responsibility for safeguarding the technological environment at Estancia Municipal Schools. Following are usage expectations that apply when using any and all district technological resources.

**General Usage of Technological Resources in all District Sites -**

1. Students will make use of technological resources in the presence of the responsible staff member.
2. Users will not abuse equipment and are asked to report any mistreatment or vandalism of computing or network resources to the site administrator.
3. Food and Beverages not allowed in any computer labs.
4. Only school-related technology use will take place as directed by the classroom teacher/technology specialist.
5. Users may not install software, alter system files or disconnect any cables on computers or other equipment. If you encounter a problem with a piece of equipment, report it to the technology department staff as soon as possible.
6. Viewing and printing sexually explicit, violent, or drug related material is unacceptable.
7. Users must respect all notices posted in the labs. For example: Lab sign up sheets, printing messages, and hours of operation.
8. Users will only print what is necessary and related to an academic purpose.
9. Users will not use technological resources to promote unsanctioned, commercial activity.
10. Users will not attempt to duplicate copyrighted software, mp3 files or any other digital media.

**Legal Usage -**

Information technology resources must not be used for illegal or harmful purposes including (but not limited to):

1. harassment of others
2. destruction or damage to equipment, software, or data
3. disruption or unauthorized monitoring of electronic communications
4. breach of personal information

### **Ethical Usage -**

1. Users will not interfere with, interrupt or obstruct the ability of others to use technological resources provided by the Estancia Municipal Schools.
2. Users will not provide, assist in, or gain unauthorized access to Estancia Municipal Schools' computer or network resources.
3. Users will abide by security measures set forth by the technology department and site administration.
4. Users will not employ technological resources for the purpose of personal gain.

### **Account (Login) Usage -**

1. Account holders will use only their own personal accounts (log-in) unless given permission by an authorized member of the faculty, administration, or professional staff to use a computer that is designated for a specific purpose or job. Account holders may not allow others to use their personal accounts. The person holding an account is responsible for its use, and all activity on that account, at all times.
2. Account holders must protect their passwords and keep them confidential. It is the responsibility of the account holder to create a password that cannot easily be guessed.
3. Account holders will not abuse any electronic mail, bulletin board or communications system, by sending rude, obscene or harassing messages.
4. Account holders must identify themselves clearly and accurately in all electronic communications.
5. Each user has network storage space available and identified as the H:\ drive. Account users are encouraged to place information on the H:\ drive for safekeeping.

### **Internet Usage -**

Following are examples of inappropriate internet use:

1. Transmission of any material in violation of local, state, or federal law such as materials that are copyrighted, threatening, obscene, or protected by trade secret.
2. Use of profanity, obscenity or other language that may be offensive to another user.
3. Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
4. Use of the network to access pornographic or obscene material.
5. Use of the network for financial gain, commercial activity, or illegal activity (hacking).
6. Accessing another person's private/personal information, individual account without prior consent or a restricted account without the prior consent of the responsible administrator or teacher.

### **Consequences of Violating the Acceptable Use Policy**

Any violation of Estancia Municipal Schools' Acceptable Use Policy for Technological Resources may result in loss of district-provided access to computer and network use. Additional disciplinary action may be determined by the site/district administrator. When applicable, the staff Progressive Discipline Policy set forth in the district policy manual may be employed. If necessary, the appropriate law enforcement agencies may be involved.

## **Disclaimer**

Estancia Municipal Schools makes no guarantees of any kind, neither expressed nor implied, for the network activity and internet access it is providing. The 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 district will not be responsible for the accuracy, type, or quality of information stored on district hard drives or servers; nor that gathered through district-provided Internet access.

## **Additional Information for Parents**

Estancia Municipal Schools is pleased to offer its student's access to the Internet. The internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. Parents should be aware that some material accessible via the internet might contain information that is 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.

The district's intent is to make internet access available in order to support educational goals and objectives. The technology department has set up systems that safeguard student use. Unfortunately, no system is infallible which can result in students gaining access to inappropriate information. Ultimately, parents/guardians are responsible for setting and conveying the standards that their children should follow when using media/information resources. Those standards must support the regulations of Estancia Municipal Schools. Therefore, parents are given the option of requesting (in writing) their child use alternative activities not requiring internet use.

## **Agreement of Policy**

The use of Estancia Municipal Schools' Technological Resources is considered an agreement to abide by this policy.

# ESTANCIA SECONDARY SCHOOLS

## ACCEPTABLE USE POLICY FOR TECHNOLOGICAL RESOURCES

### STUDENT FORM

Last Name: \_\_\_\_\_

Please Print

First Name: \_\_\_\_\_

Please Print

School/Site: \_\_\_\_\_

Please Print

Date of Birth: \_\_\_\_\_

Please Print

I have read, understand, and will abide by the conditions stated in the Estancia Municipal Schools Acceptable Use Policy for Technological Resources. I further understand that any violation of this policy may result in disciplinary action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PARENT/GUARDIAN:

Your signature below indicates the following:

- Your approval of and agreement to abide by the Estancia Municipal Schools Acceptable Use Policy for Technological Resources
- Your commitment to accept full responsibility for any and all actions of your child / student while using the Estancia Municipal Schools Technological Resources
- Your permission for your child / student to use the Estancia Municipal Schools Technological Resources
- Your commitment to have your child / student follow the conditions of the Estancia Municipal Schools Acceptable Use Policy for Technological Resources

As the parent/guardian of \_\_\_\_\_ (student's name),

I have read, understand, and support the conditions of the Estancia Municipal Schools Acceptable Use Policy for Technological Resources. I understand that access to computer resources is designed for educational purposes and that Estancia Municipal Schools has taken precautions to eliminate inappropriate materials/use. However, I also recognize it is impossible for the schools to restrict access to all controversial materials on the internet or to monitor all materials being placed on a computer system by its users. I will not hold Estancia Municipal Schools or its employees responsible for materials acquired on the internet or for inappropriate materials that have been placed on a computer system without the permission of the responsible adult or system administrator. I hereby give permission to issue an account (login) for my child and certify that the information contained on this form is correct.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Contact phone numbers: Daytime \_\_\_\_\_

Evening \_\_\_\_\_

**IN TOWN WALKING & REWARD FIELDTRIP PERMISSION AND EMERGENCY MEDICAL RELEASE FORM**

**Estancia Secondary Schools**

P.O. Box 68, Estancia, NM 87016

(505) 384-2002

All students are required to have this form signed, dated and returned to school prior to participating in any field trip.

**PERMISSION FORM**

I hereby consent to let my son/daughter \_\_\_\_\_

Child's Name

attend any town/walking field trip during the school year. It is understood that all reasonable caution will be taken by the person(s) in charge to prevent injuries. However, neither those in charge, nor the district shall be held responsible in case of an accident.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent/Guardian)

**EMERGENCY MEDICAL RELEASE**

In case of an injury or medical emergency, I \_\_\_\_\_,

(Name of Parent/Guardian)

give the school permission to take my child to the following hospital or urgent care center:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent/Guardian)