



STUDENT INFORMATION FORM

First Name:	Middle Name:	Last Name:	Suffix:
Address: Street	City:	State & Zip Code:	
Social Security #:	Birth Date:	Age:	
Student Cell Phone #:	Home School District:	Home School:	
Ethnicity: ___ Hispanic or Latino ___ Not Hispanic or Latino Race (Choose all that apply, even if you answered Hispanic/Latino above): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White			

Parent/Guardian Information: Check here if same address as student

First Name:	Middle Name:	Last Name:
Address: Street	City:	State & Zip Code:
Primary Phone #/Type:	Alternate Phone #/Type:	Relationship:
Email Addresses:		

Parent/Guardian Information: Check here if same address as student

First Name:	Middle Name:	Last Name:
Address: Street	City:	State & Zip Code:
Primary Phone #/Type:	Alternate Phone #/Type:	Relationship:
Email Addresses:		



Emergency Contact Information (Other than parent/guardian listed above)

Note: In the event a student needs to be dismissed from school for an emergency, he or she will only be released to contacts listed. A photo ID will be required as well.

Emergency Contact Name:	Address Street: City, ST ZIP:	Phone # Primary: Alternate:	Relationship
Emergency Contact Name:	Address Street: City, ST ZIP:	Phone # Primary: Alternate:	Relationship
Emergency Contact Name:	Address Street: City, ST ZIP:	Phone # Primary: Alternate:	Relationship
Emergency Contact Name:	Address Street: City, ST ZIP:	Phone # Primary: Alternate:	Relationship
Emergency Contact Name:	Address Street: City, ST ZIP:	Phone # Primary: Alternate:	Relationship
Doctor's Name	Address	Phone #	
Dentist's Name	Address	Phone #	



STUDENT MEDICAL UPDATE FORM

Student: _____, _____ Date of Birth: _____ Age: _____

Current Allergies (Medication, Environmental, Food):

Current medical and mental health conditions:

Parent/Guardian contacts:

Name: _____ Phone #: _____ Email: _____

Name: _____ Phone #: _____ Email: _____

Doctor: _____ Phone #: _____

Mental Health Provider: _____ Phone #: _____

Please list any additional medical and/or mental health providers:

Name: _____ Type: _____ Phone #: _____

Name: _____ Type: _____ Phone #: _____

Current Medications (including over-the-counter, scheduled and as needed):

Medication	Dose (in milligrams)	When is it taken?

Will your child require any medications to be administered at school for this school year? ___ *Yes ___ No

*If you answered yes above, please have your child’s physician complete the “Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel” form for each medication that will be administered at school. **This includes daily medications, as needed medications (inhalers, allergy medication, etc.) and emergency medications (epi-pen, glucagon, etc.).**

A few reminders about school medications:

- Forms and all medications need to be delivered to the school nurse by parent or guardian. Students CANNOT deliver medications to school.
- A current, signed, medication authorization form is required for each medication that will need to be administered at school. Once signed and filed, consent forms are good for one year.
- Students are not allowed to carry medications during the school day except in rare situations that are approved by a doctor, with specific documentation on file with the school nurse.
- The school nurse will provide a reminder, either via phone or email, when approximately two weeks of school medication remains.

Please contact either Lisa Coakley (School RN) or Sarah Bochet (Clinical Director) if you have additional questions or concerns. Both can be reached by email (CoakleyL@ct-ca.org or BochetS@ct-ca.org).

Signature of Parent / Guardian

Date



ACKNOWLEDGEMENTS AND PERMISSIONS

Student: _____,

PERSONAL PROPERTY WAIVER

I understand that Connecticut Coastal Academy cannot be held responsible for any lost, borrowed, stolen or damaged belonging to the students at CTCA. We will, however, make reasonable attempts to rectify these situations. We encourage all students not to bring valuables into the school.

Signature of Parent / Guardian

Date

EDUCATIONAL / ATHLETIC FIELD TRIP PERMISSION

Transportation for these field trips will be provided by Connecticut Coastal Academy in CTCA vehicles. The signed permission will remain in effect until formal withdrawal occurs.

___ Permission IS GRANTED to attend Educational / Athletic Field Trips

___ Permission IS NOT GRANTED to attend Educational / Athletic Field Trips

Signature of Parent / Guardian

Date

VIDEOGRAPHY / PHOTOGRAPHY PERMISSION & WAIVER

Photography:

At times, students are photographed for use in publications and our school website; social media accounts; and school marketing materials (e.g., CTCA informational brochure, press releases, local news article, etc.).

___ Photos that include my child CAN be used in publications

___ Photos that include my child MAY ONLY be displayed within the school setting / learning environment

___ Photos that include my child MAY NOT be used in any way

Videography:

At times, students are filmed for use on our school website and social media accounts; and as part of CTCA video/technology team projects; including original, in-school productions and student-filmed school activities.

___ Videos that include my child CAN be used in publications

___ Videos that include my child MAY ONLY be displayed within the school setting / learning environment

___ Videos that include my child MAY NOT be used in any way

Signature of Parent / Guardian

Date

No student/family mailing addresses, email addresses or telephone numbers will ever be used in the aforementioned materials. Students may be identified by first and last name in local news stories, as is customary and meets general reporting standards.



Notice of Student Rights and Confidentiality

As a student of the CT Coastal Academy you should be informed of your rights. You are always entitled to be treated in a humane and dignified way, and with full respect to personal dignity, right to privacy, right to personal property and civil rights. You have the right to freedom from physical or mental abuse or harm; you have the right to a written treatment plan that is developed with your input and suited to your own personal needs, goals and aspirations (See CGS 17a-542). Other rights you have are as follows:

Privacy & Confidentiality: Health records, once received by the school district, may not be protected by the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, but will become education records protected by the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all educational agencies and institutions that receive funds under any program administered by the Department of Education (“Department”). FERPA gives parents certain rights with respect to their children’s education records at elementary and secondary schools that are subject to FERPA’s requirements. These rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary institution at any age (“eligible student”). The Family Educational Rights and Privacy Act (FERPA) prohibits a school from disclosing personally identifiable information from students’ education records without the consent of a parent or eligible student, unless an exception to FERPA’s general consent rule applies. In some emergency situations, schools may only need to disclose properly designated “directory information” on students that provide general contact information. In other scenarios, school officials may believe that a health or safety emergency exists and more specific information on students should be disclosed to appropriate parties. Understanding the options available under FERPA empowers school officials to act quickly and decisively when concerns arise. FERPA is not intended to be an obstacle in addressing emergencies and protecting the safety of students.

Under FERPA, a parent or eligible student must provide a signed and dated written consent before a school discloses personally identifiable information from the student’s education records. 34 CFR § 99.30. *See* 34 CFR § 99.3 for the definition of “personally identifiable information.” Exceptions to the general consent requirement are set forth in § 99.31 of the FERPA regulations. The term “education records” is defined as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution. *See* 34 CFR § 99.3. Accordingly, all records, including immunization and other health records, as well as records on services provided to students under the Individuals with Disabilities Education Act (IDEA) and records on services and accommodations provided to students under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, that are directly related to a student and maintained by a school are “education records” under FERPA.

Drugs and Alcohol Abuse Records: In the event that information released is protected by the HHS Confidentiality of Alcohol and Drug Abuse Patient Records regulations:

"This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by 42 CFR part 2. A general authorization for the release of medical or other information is **NOT** sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient." (42 C.F.R. § 2.32)

HIV Related Information: In the event that information released constitutes confidential HIV related information protected under Connecticut Law:

"This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by law. A general authorization for the release of medical or other information is **NOT** sufficient for this purpose." Conn. Gen. Stat. 19a-585(a)



Access to Your Educational Record(s): The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Other Rights may be guaranteed by state or federal statute, regulation or policies which have not been identified in this list. You are encouraged to seek counsel to learn more, or to better understand these laws and policies.

For more information about your rights in accordance with The Family Educational Rights and Privacy Act you may call 1-800-USA-LEARN (1-800-872-5327) or you may contact the Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

If you have any questions or concerns about this notice or your rights, or if you have a concern that your confidential information was not treated appropriately, please contact the Executive Director.

***Client:** I, _____ have received notice of my rights to confidentiality.

Date: _____

Parent/Guardian of Client: I, _____ have received notice of my child's rights to confidentiality.

Date: _____

***CT Coastal Academy Staff:** I, _____, have explained this notice to the client.

Date: _____

* This form will be printed and reviewed with each student. At that time, the student and staff will date and sign.



Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Connecticut Coastal Academy (CTCA) receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and 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 or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask CTCA 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 changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 responsibility. Upon request, CTCA discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. CTCA will make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CTCA 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



Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that CTCA with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CTCA may disclose appropriately designated "directory information" without written consent, unless you have advised CTCA to the contrary in accordance with CTCA procedures. The primary purpose of directory information is to allow Connecticut Coastal Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want CTCA to disclose directory information from your child's education records without your prior written consent, you must notify CTCA in writing within 10 days of receipt of this notice. CTCA has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) |
| -Date and place of birth | |
| -Major field of study | |
| -Dates of attendance | |
| -Grade level | |

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).