



INVER GROVE HEIGHTS SCHOOLS
 Inspire. Innovate. Excel.
 A Community Commitment

ENROLLMENT FORM
 (Please PRINT and complete entire form.)

STUDENT

Full LEGAL Name

_____ Last _____ First _____ Middle _____

Birth date _____ Gender _____ Enrolled Grade _____ Primary Home Language _____
MM/DD/YYYY M/F

Ethnicity/Race Information

Is this student Hispanic/Latino? Yes No

Regardless of your answer above, please continue to answer by checking all that apply to indicate the student's race:

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/Pacific Islander
- White

(This information is used for reporting ethnic composition for administrative and Office of Civil Rights purposes. It will be treated in accordance with the Federal Data Privacy Act of 1974 and State of Minnesota Privacy Law.)

Has the student received any of the following services?

- 504 Plan
- Title 1
- English Language Learner
- Gifted and Talented
- Special Education: Current IEP/IFSP Yes No

If yes, please check any of the following:

- Emotional/Behavior (EBD)
- Developmental Cognitive Disability (DCD)
- Specific Learning Disability (SLD)
- Autism Spectrum Disorders
- Other _____

Does the student have any special health problems? Yes No

If yes, please describe _____

Student's birth country? _____ If other than U.S.A., what year did he/she move into the U.S.A? _____

Has the student ever attended school in Minnesota? Yes No

Has the student attended ISD 199 schools before? Yes No

For Kindergarten only: Has your child been screened? Yes No

If so, WHERE? _____

Which language did your child learn first? English Other (specify): _____

Which language is most spoken in your home? English Other (specify): _____

Which language does your child usually speak? English Other (specify): _____

Which language do you use when speaking to your child? English Other (specify): _____

Are there any other languages spoken in the home? English Other (specify): _____

Last school attended _____ Grade attended _____

City, State _____ Date of attendance _____

OFFICE USE ONLY

Home room # _____ School # _____

Begin Enrollment Date _____ Teacher/Counselor _____ Student ID # _____

LLC _____ Prev Dist _____ Transportation Code _____ Family # _____

Resident District _____ To SPED _____ Verify IEP _____

State Aid Code _____ Verify address residency _____ Verify birth certificate _____

ADDRESS

Revised 04/2016

<p>Legal Parent/Guardian #1:</p> <p>Name _____</p> <p>Address _____</p> <p>_____ Apt # _____</p> <p>Is this a permanent address? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Move in date _____</p> <p>Dwelling Type: <input type="checkbox"/> Single Family <input type="checkbox"/> Apartment <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Condominium <input type="checkbox"/> Mobile Home</p> <p>Primary Language _____</p> <p>Require Interpreter <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Birth Date (MM/DD/YY) _____</p> <p>Primary Phone _____</p> <p>Work _____ Cell _____</p> <p>E-mail _____ Gender _____ <small>M/F</small></p> <p>Legal Relationship to student: _____</p>	<p>Parent/Guardian #2:</p> <p>Name _____</p> <p>Address _____</p> <p>_____ Apt # _____</p> <p>Is this a permanent address? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Move in date _____</p> <p>Dwelling Type: <input type="checkbox"/> Single Family <input type="checkbox"/> Apartment <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Condominium <input type="checkbox"/> Mobile Home</p> <p>Primary Language _____</p> <p>Require Interpreter <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Birth Date (MM/DD/YY) _____</p> <p>Primary Phone _____</p> <p>Work _____ Cell _____</p> <p>E-mail _____ Gender _____ <small>M/F</small></p> <p>Legal Relationship to student: _____</p>
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If more than one address listed, where does student reside? Parent/Guardian #1 Parent/Guardian #2

Pick-Up/Daycare Address (if different than above): _____

If Parent/Guardian(s) listed above is NOT the LEGAL guardian of this student, please provide legal guardian information below:

Name _____ Birth date _____
MM/DD/YY

Phone _____ Relationship to student _____

Address _____ City/State/Zip _____ / _____ / _____

Please list all other children living at the address where the **student** resides:

Legal Last Name	Legal First Name	Legal Middle Name	Gender (M/F)	Birth date (MM/DD/YY)	School	Grade	What relation is Parent/Guardian #1 to the child?
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

In accordance with the Minnesota Data Practices Act, directory information (name, address, phone number, gender, date of birth) can be released and made public.

Completion of this section is required

In compliance with the United States Department of Education, Improving America's Schools Act (IASA, Title 1 – Part C, Section 1309), we are required to ask the following question:

Have you recently (within the last 36 months) moved to this school district for temporary or seasonal agricultural or fishing work? YES NO

Signature (Parent/Legal Guardian) _____ **Date** _____



INVER GROVE HEIGHTS SCHOOLS
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REQUEST TO RELEASE PRIVATE DATA

(Please PRINT and complete entire form.)

Date _____

Date of Birth _____

Student's Full Name _____

District Last Attended _____

 School (Last attended)

 Address

 City, State, Zip

 Phone

 Fax

Please circle the school that the student will attend in Inver Grove Heights

Pine Bend Elementary
 9875 Inver Grove Trail
 Inver Grove Heights, MN 55076
 651-306-7701
 FAX 651-306-7739

Salem Hills Elementary/Atheneum
 5899 Babcock Trail
 Inver Grove Heights, MN 55077
 651-306-7300
 FAX 651-306-7321

Hilltop Elementary
 3201 68th Street E
 Inver Grove Heights, MN 55076
 651-306-7400
 FAX 651-306-7444

Inver Grove Heights Middle School
 8167 Cahill Ave.
 Inver Grove Heights, MN 55076
 651-306-7200
 FAX 651-306-7939

Simley High School/Simley ALP
 2920 80th St. E.
 Inver Grove Heights, MN 55076
 651-306-7000
 FAX 651-306-7938

The information to be released:

- Official school records containing private data, including gender, race, discipline records, attendance records, class rank, standardized test results, and State testing information
- Health record
- Psychological reports
- Special education records
- Teacher, counselor, staff observations
- Pictures
- Chemical abuse / dependency report
- Medical report (including related services)
- Psychiatric report
- Social work report
- Other

I authorize ISD 199, to release or obtain information for the student listed above.

Signature of Parent / Guardian (or student age 18 or over)

Date

According to the Final Regulations --Family Education Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including teachers within the educational institutional, and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without written consent for such a release.

Emergency Record



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For Office Use Only:
Student ID: _____
Family ID: _____
Date Printed: 7/24/2012

Please check the information below, fill in what is missing, and correct what is in error. Thank you.

Student: _____ Home Phone: _____

Grade: _____ Teacher: _____ Birth Date: _____ Gender: _____ Ethnicity: _____

Home Address: _____ AM Bus: _____

City: _____ State: _____ Zip: _____ PM Bus: _____

Please use area code and identify phone number types: W=Work C=Cell P=Page E=Evening

Parent or Guardian 1: _____ Relationship to Student: _____

Phone 1: _____ x Phone 2: _____ Phone 3: _____ Child Lives With:

E-mail: _____ Place of Employment: _____

Parent or Guardian 2: _____ Relationship to Student: _____

Phone 1: _____ x Phone 2: _____ Phone 3: _____ Child Lives With:

E-mail: _____ Place of Employment: _____

Brothers & Sisters: (names, ages, and school(s) (if attending)) _____

Immunizations within the last year: (Type and mo/day/yr) _____

Current Health Problem(s): Please turn over and fill out the Medical Information portion

Medications: Please turn over and fill out the Medical Information portion

IN CASE OF AN EMERGENCY: (Two contacts who would care for this child in case a parent or guardian cannot be reached)

Contact 1: _____ Address: _____

Phone 1: _____ x Phone 2: _____ Relationship to Student: _____

Contact 2: _____ Address: _____

Phone 1: _____ x Phone 2: _____ Relationship to Student: _____

Day Care Provider: _____ Phone 1: _____

Family Doctor: _____ Phone 1: _____

Family Dentist: _____ Phone 1: _____

Hospital Preference: _____ Phone 1: _____

Our procedure will be to contact the parent at home or at work. You will be asked to pick up the child and provide proper care. If we cannot reach you we will call the friend, relative, or neighbor that you have listed above and ask them to care for your child. Your signature provides the authorization for the district to do so. In extreme emergency, an ambulance will be called and your child will be taken to the nearest hospital. The cost of this will be covered by the parent.

Parent or Guardian 1 Signature _____ Date _____

Parent or Guardian 2 Signature _____ Date _____

6th-Grade 2017-2018
Middle School Registration

Student's Name: _____

Elective Choices: All students must have a music choice. *Circle one please.*

Band – All year course, meets every other day.

(The Student must have had band in 5th grade, or have taken summer lessons).

Choir – All year course. Meets every other day.

General Music – All year course, meets every other day.

Parent Signature: _____

7th-Grade 2017-2018
Middle School Registration

Student's Name: _____

Elective Choices: All students must have a music choice. *Circle one please.*

Band – All year course, meets every other day. (Must have prior band experience)

Choir – All year course. Meets every other day.

General Music – All year course, meets every other day.

Parent Signature: _____

8th-Grade 2017-2018
Middle School Registration

Student's Name: _____

Elective Choices: All students must have a music choice. *Circle one please.*

Band – All year course, meets every other day. (Must have prior band experience)

Choir – All year course. Meets every other day.

General Music – All year course, meets every other day.

Parent Signature: _____

524 F1
ADOPTED: 10/02/00
REVISED: 04/04/05
REVISED: 03/26/07
REVIEWED: 03/23/09
REVISED: 06/14/10
REVIEWED: 03/14/11
REVISED: 04/25/11
REVISED: 04/23/12

TECHNOLOGY USE AGREEMENT FOR STUDENTS
Inver Grove Heights Independent School District 199

STUDENT APPLICATION PORTION OF DOCUMENT

User's Full Name (*please print*): _____

Home Address: _____
Street Address, City, State, Zip code

Home Phone: _____ Cell Phone: _____

I am an Inver Grove Heights School District 199 student and will graduate in: _____

I have read Policy 524 titled Network/Internet Acceptable Use By Staff and Students. I have reviewed Procedure 524 titled Network/Internet Acceptable Use By Staff and Students and I understand or have had this information explained to me and will abide by the Policy and Procedure.

User Signature: _____ Date: ___/___/20__

PARENT OR GUARDIAN (If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student I have read and understand the Network/Internet Acceptable Use By Staff and Students Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for Inver Grove School District to restrict access to all controversial materials and will not hold them responsible for materials acquired on the network. I hereby give permission for my child to access and use technology and certify that the information contained on this form is correct.

It is the parent or guardian's responsibility to supervise students at home even while doing school assigned projects.

Parent or Guardian Name: (*please print*) _____

Signature: _____ Date: ___/___/20__

PROCEDURE: 524

ADOPTED: 04/23/12

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INDEPENDENT SCHOOL DISTRICT 199

Inver Grove Heights Community Schools

2990 80th Street East

Inver Grove Heights, Minnesota 55076

NETWORK/INTERNET ACCEPTABLE USE BY STAFF AND STUDENTS PROCEDURE

I. Parental/Guardian Concern Regarding Access to Network/Internet Resources

If parents/guardians do not want their student to access network/Internet resources in school, they must notify the principal in writing.

II. Acceptable Use Guidelines

All staff and students will use the District's technology resources, including electronic communication resources in manner which does not interfere with, disrupt, or jeopardize

network/Internet users, services, or equipment. Such interference, disruption, or jeopardy includes, but is not limited to:

A. Distribution of messages to inappropriate forums or mailing lists;

B. Propagation of computer viruses;

C. Unauthorized entry to other computational, information, or communications devices or resources;

D. Failure to respect the legal protection provided by copyright, trademark, licenses, and other laws to programs, data and documents;

E. Vandalism, harassment, bullying, and hazing;

1. Vandalism is defined as damage to, interference with, or destruction of the data of another user, the Internet, the District network, or any other network connected to the District network.

2. Harassment is defined as the persistent annoyance of another user or interference with another user's work.

3. Bullying is defined as using technology to intentionally and/or maliciously place a student in reasonable fear of harm to his or her person or property; or creating a hostile educational environment for a student.

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4. Hazing is defined as using technology to coerce a student into committing an act, that creates risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

F. Illegal or criminal use of the District network;

G. Obstruction of other users' access by consuming unwarranted amounts of system resources (disk space, CPU time, printers) or by deliberately crashing the machine(s);

H. Communication of personal information about oneself or others which does not serve an education purpose, violates data privacy, or jeopardizes individual safety;

I. Communication by staff to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to office.

III. E-mail Guidelines

• Do not say anything in an e-mail that you would not want to see republished.

What you say can be republished and stored by others. When you delete an email from your mailbox, it remains in the system for some period of time.

• Do not use the "Reply All" button if your message only needs to be returned to one individual.

• Make sure your e-mail activities do not violate any law or policy, for example, email

must not:

- Defame or disparage individuals or institutions;

- Violate copyright law, through uploading, downloading or resending e-mail;

- Harass or discriminate against someone; or

- Include private information or data about someone

• Do not open e-mail attachments if you are unsure of the origination source.

• Conserve file size. Features such as wallpaper, stationary, graphics and music with the body of an e-mail are strongly discouraged.

IV. Consequences

Consequences for students who fail to abide by Policy 524 – Internet Acceptable Use and

Safety will be included in the building discipline procedure required by Policy 506 – Student Discipline. Infractions by students will also be referred to legal authorities when appropriate.

Legal References: 15 U.S.C. § 6501 et seq. – Children's Online Privacy Protection Act

17 U.S.C. § 101 *et. seq.* - Copyrights

20 U.S.C. § 6751 et seq. – Enhancing Education through Technology Act of 2001

47 U.S.C. § 254 - Children's Internet Protection Act of 2000 (CIPA)

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47 C.F.R. § 54.520 - FCC rules implementing CIPA

Minn. Stat. § 121A.0695 – School Board Policy; Prohibiting Intimidation and Bullying

Minn. Stat. § 125B.15 – Internet Access for Students

Minn. Stat. § 125B.26 – Telecommunications/Internet Access Equity Act

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S. Ct. 733, 21 L.Ed.2d 731 (1969)

United States v. Amer. Library Assoc., 539

U.S. 194, 123 S. Ct. 2297, 56 L.Ed.2d 221 (2003)

Doninger v. Niehoff, 527 F.3d41 (2nd Cir. 2008)

Layshock v. Hermitage Sch. Dist., 412 F. Supp. 2d 502 (W.D. Pa. 2006)

M.T. v. Cent. York Sch. Dist., 937 A.2d538 (Pa. Commw. Ct. 2007)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: Policy 403 - Discipline, Suspension, and Dismissal of School District Employees

Policy 406 - Public and Private Personnel Data

Policy 505 - Distribution of Non-school Sponsored Materials on School

Premises by Students and Employees

Policy 506 - Student Discipline

Policy 514 – Bullying Prohibition

Policy 515 - Protection and Privacy of Pupil Records

Policy 519 - Interviews of Students by Outside Agencies

Policy 521 - Student Disability Nondiscrimination

Policy 522 - Student Sex Nondiscrimination

Policy 526 – Hazing Prohibition

Policy 603 - Curriculum Development

Policy 604 - Instructional Curriculum

Policy 606 - Textbooks and Instructional Materials

Policy 806 - Crisis Management Policy

Policy 904 - Distribution of Materials on School District Property by Nonschool Persons

POLICY: 524

ADOPTED: 10/02/00

REVISED: 04/04/05

REVISED: 03/26/07

REVISED: 03/23/09

REVISED: 06/14/10

REVISED: 03/14/11

REVISED: 04/23/12

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INDEPENDENT SCHOOL DISTRICT 199

Inver Grove Heights Community Schools

2990 80th Street East

Inver Grove Heights, Minnesota 55076

NETWORK/INTERNET ACCEPTABLE USE BY STAFF AND STUDENTS POLICY

I. Purpose

The purpose of this policy is to set forth policy and guidelines for access to the school district technology systems, acceptable and safe use of the Internet, digital communications and school district technologies.

II. General Statement of Policy

A. District 199 considers its own stated educational mission, goals, and objectives when making decisions regarding student and employee access to the School District technology system and the Internet, including digital communications. Electronic and digital information research skills are fundamental to preparation of citizens and future employees. Access to the School District systems and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while engaging with people around the world.

District 199 expects that faculty will blend thoughtful use of the school district technology systems and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. Users are expected to use Internet access through the district system to further educational and professional goals consistent with the mission of the School District and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on the District limited-purpose network and should not be presumed to be.

Use of the District's network/Internet resources is intended only for educational and informational purposes, such as research, professional development, instruction, collaborative education projects, and dissemination of District information. Use of network/Internet resources must support the district curriculum and enhance student learning opportunities and/or support accurate and appropriate communication of District information. Instructional Materials Selection and Production Policy and prescribe the identification process for instructional materials, including electronic resources.

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B. Use of the District network/Internet resources for personal gain or profit is not permitted. Personal web pages, personal e-mail accounts and emails regarding personal business may not reside on the District's network.

C. All e-mail messages that are sent and/or received on the District network are considered property of the District.

D. Use of District network/Internet including electronic communication by staff to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office is not permitted. Only those staff authorized by the Superintendent may express the District's position on pending legislation or other

policy matters.

E. The District will follow required state and federal mandates related to Internet filtering within specific timelines.

III. Privileges and Responsibilities

Use of the school district system and access to the use of the Internet including electronic communication is a privilege, not a right, used within District policy 524.

Legal References: 15 U.S.C. § 6501 et seq. – Children's Online Privacy Protection Act
17 U.S.C. § 101 et. seq. – Copyrights
20 U.S.C. § 6751 et seq. – Enhancing Education through Technology Act of 2001

47 U.S.C. § 254 - Children's Internet Protection Act of 2000 (CIPA)

47 C.F.R. § 54.520 - FCC rules implementing CIPA

Minn. Stat. § 121A.0695 – School Board Policy; Prohibiting Intimidation and Bullying

Minn. Stat. § 125B.15 – Internet Access for Students

Minn. Stat. § 125B.26 – Telecommunications/Internet Access Equity Act

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S. Ct. 733, 21 L.Ed.2d 731 (1969)

United States v. Amer. Library Assoc., 539

U.S. 194, 123 S. Ct. 2297, 56 L.Ed.2d 221 (2003)

Doninger v. Niehoff, 527 F.3d41 (2nd Cir. 2008)

Layshock v. Hermitage Sch. Dist., 412 F. Supp. 2d 502 (W.D. Pa. 2006)

M.T. v. Cent. York Sch. Dist., 937 A.2d538 (Pa. Commw. Ct. 2007)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: Policy 403 - Discipline, Suspension, and Dismissal of School District Employees

Policy 406 - Public and Private Personnel Data

Policy 505 - Distribution of Non-school Sponsored Materials on School Premises by Students and Employees

Policy 506 - Student Discipline

Policy 515 - Protection and Privacy of Pupil Records

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Policy 519 - Interviews of Students by Outside Agencies

Policy 521 - Student Disability Nondiscrimination

Policy 522 - Student Sex Nondiscrimination

Policy 603 - Curriculum Development

Policy 604 - Instructional Curriculum

Policy 606 - Textbooks and Instructional Materials

Policy 806 - Crisis Management Policy

Policy 904 - Distribution of Materials on School District Property by Nonschool Persons

Inver Grove Heights Middle School SchoolView Acceptable Use Policy

(You only need to sign up once. Once your account is established, you should be set until your child graduates from Simley High School.)

Inver Grove Heights Middle School is providing parent access to School View as a means to further promote educational excellence and to enhance communications with parents. School View allows parents to view their own child's attendance and academic performance on the web. For the opportunity to access SchoolView, every parent is asked to act in a responsible, ethical and legal manner. School View is available to every parent or guardian of a student enrolled at Inver Grove Heights Middle School. Parents are to adhere to the following guidelines:

1. I will not share my passwords with others.
2. I will not attempt to alter, harm or destroy data.
3. I will not use School View for any illegal activity, including violation of Data Privacy laws.
4. I will not access data or any account owned by another parent.
5. If I identify a security problem with School View, I will notify Inver Grove Heights Middle School immediately.
6. I understand that if I am identified as a security risk to School View, my access will be denied.

By signing and returning the agreement below you will receive access to School View for your student(s) at Inver Grove Heights Middle School. Please detach and return the form below during Back-to-School Orientation or to the main office.

Jodi Wendel
Principal
Inver Grove Heights Middle School
8167 Cahill Ave
Inver Grove Heights, MN 55076

===== CUT HERE =====

Please print the name(s) of your student(s) attending Inver Grove Heights Middle School:

I have reviewed the School View Acceptable Use Policy and agree to abide by and support these guidelines.

PRINT Parent/Guardian #1 Name

PRINT Parent/Guardian #2 Name

Parent/Guardian #1 Name Signature & Date

Parent/Guardian #2 Name Signature & Date

SchoolView

Commonly Asked Questions and Answers

-Why do some classes have many assignments listed in the grade book and others do not?

No two IGHMS courses are alike.

The volume of assignments/tests, and the speed at which they are corrected will vary from course to course and teacher to teacher.

-What should I do if an assignment is listed as missing?

Discuss the missing assignment with your child.

Once an assignment is turned in, it could be several days before a teacher corrects the work and records the mark in the grade book.

If a turned in assignment is listed as missing, and several days have passed since it was turned in, have your child discuss the status of the assignment with the teacher.

If your child has been unable to resolve the concern, contact the teacher directly.

-What should I do if my child disputes an assignment/test score as listed in the grade book?

Discuss the concern with your child.

Ask your child to discuss the mark in question with the teacher.

If your child has been unable to resolve the concern, contact the teacher directly.

What should I do if I believe my child's attendance in SchoolView is not accurate?

Discuss the concern with your child.

Ask your child to discuss the absence with the teacher.

If your child has been unable to resolve the concern, contact the teacher directly.

-What if I have children in multiple District 199 schools?

All students' in the family will be listed. If you have more than 1 child attending ISD #199, all you will need to do is select the child you would like to view information on and hit enter.

-What if I forget my user name?

Email - Emilia.witthuhn@isd199.org

-What if I forget my password?

Use the question prompts on the log-in screen to recall your password.

-What is the best way to contact an Inver Grove Heights Middle School teacher?

You may contact a teacher directly via email, phone the teacher directly, or contact Inver Grove Heights Middle School at 651-306-7200.

**ISD 199 required documents for enrollment of new students and
Kindergarten students not in District census:**

- 1) Completed enrollment forms
- 2) Student Record Request (*this is actually no longer required*)
- 3) Copy of child's birth certificate (we can request but not require)
- 4) Current immunization record
- 5) **Two** items showing proof of residency:

current utility bill

homeowners/rental insurance

property tax bill

valid driver's license

signed purchase/lease agreement

statement from Post Office showing change of address

mortgage statement

payroll statement

bank statement

health statement/bill

- 6) Legal documentation of guardianship if person enrolling the child is not the parent.