Early Childhood Enrollment Application



Head Start Tri-County Community Action Partnership Little Falls Office 501 LeMieur St. Little Falls, Minnesota 56345 Phone: Voice/TTY 320-632-3691





Cuyuna Range Elementary School School Readiness 509 Sixth Street NE Crosby MN 56441 218-545-8800 ext. 6959

Thank you for your interest in our Early Childhood Programs.

Please remember, in completing this application, you are applying for all the above programs.

Completing your application does not necessarily mean you have been accepted into any of these programs.

Please list your preference for your child's participation in programming:

Please complete and return the following items:									
Steps	Name of Document to be Completed	Action Required							
1.	Tennessen Warning	Read carefully, sign, date & return.							
2.	Application for Enrollment Is there a preferred Educational Service:	Print clearly, completely fill-in, use legal names, sign, date & return.							
3.	Income Verification (An interview with parent(s) will be conducted) a)	Return copies of <i>all income</i> sources from each Parent providing financial support for applicant.							
4.	Immunization Record for each applicant	This is required for children who received their immunizations Out-of-State.							
5.	Birth Certificate for each applicant	State or Hospital issued, or other legal doc that would confirm age.							
Thank you for mailing or delivering your fully completed application to one of the addresses below:									

Head Start Tri-County Community Action Partnership	218.320-632-3691 Fax: 320-632-3695	Little Falls Office 501 LeMieur St. Little Falls, Minnesota 56345	Serving residents of Tri-County Head Start Region		
Tammy Novak Little Rangers Family Center Coordinator	218-545-8800 ext. 6959	509 6th Ave. NE Crosby, MN 56441	Serving residents of ISD 182 and surrounding areas.		

After your application is processed, we will contact you. Our Application process takes 45 days. Thank you for applying.

Upon request, this information will be made available in alternate formats, such as Braille, audiotape, computer disk or large print. We are both Equal Opportunity Provider's and Employer's.

Tennessen Warning

Your Privacy Rights

This sheet tells you about your rights under the Minnesota Government Data Practices Act ("the Act"). This Act protects your privacy, but also lets us give information about you to others if a law requires it AND we tell you before we do it. The information below tells why and when we will ask for and give information about you. Under the Act, information about individuals is divided into four categories.

What kind of information do we collect?

- Public Information: Information about you that is available to anyone.
- Private Data: Information about you that can be shared only if you give us your permission or if a law allows or requires us to share the information.
- Confidential Information: Information about you that cannot be shared about you.
- Summary Information: Information about you that does NOT identify you personally, which may be shared with others, generally for reporting purposes.

Generally, we only ask for two types of information from you, public and private information. We use summary information for reports but it does not identify you or anyone else by name or other identifying information.

Why do we ask you for this information?

We ask this information so we can:

- Enroll your child in an Early Childhood Education Program.
- Tell you apart from other persons with the same or similar name.
- Decide if you can receive services from us, and what or how much you can receive.
- Help you obtain financial or social services from other agencies or companies.
- Make reports, do research, audits and evaluate our programs.
- Collect money from the government for help we give you.

Do you have to answer the questions we ask? What will happen if you do not answer the questions we ask? Generally, you do not have to give us information. However, if you do not provide us the information, we may not be able to determine whether

we can help you, or get help for you from other agencies. Who else may see this information?

A third-party entity will evaluate the effectiveness of the ECE Scholarships program for the Minnesota Department of Education. That entity is bound by Minnesota's data practices and privacy laws and may not share your data with any other private entities but will share its evaluation with the Minnesota Department of Education. We may also give the data you've provided to the Legislative Auditor, the Minnesota Department of Human Services and any law enforcement agency or other agency with the legal authority to access the information, and anyone authorized by a court order.

How else may this information be used?

We can use or release this information only as stated in this notice unless you give us your written permission to release the information for another purpose or to release it to another individual or entity. The information may also be used for another purpose should the United States Congress or the Minnesota Legislature pass a law allowing or requiring us to release the information or to use it for another purpose.

You have the right to copies of information we have about you.

- You may ask if we have any information about you.
- If we have information about you, you may ask for copies.
- You may give other people permission to see and have copies of private data about you.
- If you do not understand the information, you may ask to have it explained to you.
- You may ask for and receive a copy of the agency's Data practices policy.

How long will my data be kept?

Your data will be maintained for up to nine years.

How do you appeal if you think information is not accurate or complete?

State your objection in writing and sent to *Tammy Novak*. You must tell us why the information is not accurate or complete. You may send your own explanation of the facts you disagree with. Your explanation will be attached any time that information is shared with another agency. For more information on how to do this, please call Crosby-Ironton's Family Center at 218-545-8800 ext. 6959.

Student Applicant Last Name Student Applicant First Name		
	Student <u>Middle Name</u>	\mathcal{N}
Parent / Guardian Signature Date		Please Sign & Date

Revised 01/03/2017

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Student Street Address				P.O. Box			City			County	State MN	Zip Code
Social Security # US Citizen			Is Student a US Citizen? □Yes □ No	Student has a Disability? □Yes □ No Student Language 1st Language - □English □Other □ Language - □Other □Eng				English				
Does Student have a	ın IEP? ⊓Ye	es ¬N					tal health ser					
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