



# Millbrae School District

555 Richmond Drive, Millbrae, CA 94030

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SHIRLEY MARTIN  
*Superintendent*

CYNTHIA SHIEH  
*Chief Business Official*

SHARON DE BIAGIO  
*Director of Curriculum*

SUSAN PALMER  
*Director of Student Services*

August, 2009

Dear Parents and Students,

Please review the following forms, sign and return to school. All forms must be completely filled in.

1. **Emergency Release Information Card...** Fill out this information with current telephone numbers. Students will only be released to those individuals who are listed on the form. (Requires parent signature)
2. **Student Attendance Agreement...** Read carefully and completely. (Requires students name, grade, parent signature and date)
3. **Parent/Guardian Authorization to Release Pupil Record Information.** (Requires completing and parent signature and date).
4. **Parents Notification of Legal Rights...** Read carefully and completely. (Requires parent signature)
5. **Internet Use Agreement...** Read carefully. (Requires initials and signature of both parent and student)
6. **School Rules...** read carefully and completely. (Requires students name, student signature, parent signature and date) – Will be provided by the school at a later date
7. **Safety on Campus...** Read carefully and completely.
8. **Student Accident Insurance...** Read carefully. (Requires students name, parent signature and date)
9. **Authorization for Medical Treatment...** Read completely. Check if you will or will not enroll your student in the health insurance program. (Requires completion, parent signature and date)
10. **Student Medication...** Read completely (medication forms available in the office upon request)
11. **Student Dress Code...** Read completely
12. **Emergency Instructions...** Read completely and Keep. In the event of a major emergency, the school will follow these procedures.
13. **Uniform Complaint Procedure...** Read completely
14. **Lunch Application...** Read carefully (Requires names of all people living in the household including their income. Please include Social Security Number. (Yellow Form)
15. **Student Information Form...** Make corrections and fill in missing information to this printed form. This information is required to update your student's files (Requires parent signature)
16. **Additional Site information...** will be added by each school site.

MILLBRAE SCHOOL DISTRICT

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