

# MACOMB ACADEMY

39092 Garfield Clinton Twp., MI 48038 Phone (586) 228-2201 Fax (586) 228-2210  
[macombacademy@macombacademy.net](mailto:macombacademy@macombacademy.net)

## NEW STUDENT INFORMATION CHECKLIST

Please return the following **COMPLETED** documents for your new student. A student will **NOT** be considered fully registered at Macomb Academy until all of these items are submitted to the Records Office. Please call if you have any questions or need assistance.

- \_\_\_\_\_ Medication Control Form
- \_\_\_\_\_ McKinney-Vento Residency Questionnaire (Pink)
- \_\_\_\_\_ Emergency Information Card (Yellow)
- \_\_\_\_\_ Hold Harmless Agreement (Blue)
- \_\_\_\_\_ Media Release Form
- \_\_\_\_\_ Off-Campus Permission Form
- \_\_\_\_\_ Wellness Room Permission Form
- \_\_\_\_\_ Guardian Verification Form (If applicable) along with Court Approved Guardianship Papers
- \_\_\_\_\_ Social Security Card
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Michigan ID Card (non-expired)
- \_\_\_\_\_ Immunization Record
- \_\_\_\_\_ MAC Student/Parent/Guardian/Teacher Contract
- \_\_\_\_\_ LCCE Assessment Forms
- \_\_\_\_\_ Student Transportation Information
- \_\_\_\_\_ Statement of Varicella Disease
- \_\_\_\_\_ Certificate of Completion

A student is **not** eligible for enrollment at Macomb Academy unless all of the required documents have been received prior to the student's anticipated start date.

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## STUDENT REGISTRATION & INFORMATION

(Page 1 of 5)

Today's Date \_\_\_\_\_

Registration Year \_\_\_\_\_

Resident District \_\_\_\_\_

**\*\*PLEASE PRINT ALL REQUESTED INFORMATION\*\***

### STUDENT INFORMATION

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Social Security No: \_\_\_\_-\_\_\_\_-\_\_\_\_ Birth Gender: Male ☐ Female ☐ (circle one)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Primary email: \_\_\_\_\_

Does student have a driver's license? ☐ YES ☐ NO If yes, please complete vehicle  
information sheet

### PARENT/GUARDIAN INFORMATION

Does the student have a legal guardian? ☐ YES ☐ NO

☐ Parent ☐ Guardian ☐ Power of Attorney (check all that apply)

Guardian  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Primary email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Guardian  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Primary email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Does the student live with you? ☐ YES ☐ NO If no, with whom does the student live and what is  
his/her relationship to the student? \_\_\_\_\_

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## STUDENT REGISTRATION & INFORMATION

(Page 2 of 5)

### STUDENT EDUCATIONAL HISTORY

Last school attended: \_\_\_\_\_ Year: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

School District: \_\_\_\_\_ County: \_\_\_\_\_

Special Education Category: \_\_\_\_\_

Date of last Individual Educational Plan (IEP): \_\_\_\_\_

Certificate of Completion date: \_\_\_\_\_

### BENEFITS & SERVICES INFORMATION

Please check if student receives any of the following services/benefits:

☐ SSI (Supplemental Security Income from Social Security)

Agency Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

☐ Medicaid

Agency Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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☐ Community Mental Health (CMH) services

Agency Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

☐ Michigan Rehabilitation Services (MRS)

Agency Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

☐ Other Services

Agency Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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## STUDENT REGISTRATION & INFORMATION

(Page 3 of 5)

### BENEFITS & SERVICES INFORMATION

Did the student receive any of these services?

☐

Social Work

☐

Vision Impaired Teacher Consultant

☐

Speech & Language

☐

Orientation and Mobility Specialist

☐

ESL

☐

Deaf/Hard of Hearing Teacher

☐

Occupational Therapy

☐

Consultant

☐

Physical Therapy

☐

Audiologist

### STUDENT EMPLOYMENT/VOLUNTEER/SCHOOL-BASED WORK EXPERIENCE HISTORY

#### WORK EXPERIENCE:

Employer name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person/supervisor: \_\_\_\_\_

Please detail job duties: \_\_\_\_\_

\_\_\_\_\_

Is there a work environment in which the student has had particular success and should pursue further? \_\_\_\_\_

Are there any special interests regarding the type of work the student would like to do and in which the student is skilled? \_\_\_\_\_

\_\_\_\_\_

Briefly describe your student and any information that would be beneficial in planning his/her education, employment, and social skills development:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## STUDENT REGISTRATION & INFORMATION

(Page 4 of 5)

### EMERGENCY CONTACT INFORMATION

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

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Which phone is primary contact during school hours? ☐ HOME ☐ CELL ☐ WORK

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

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Which phone is primary contact during school hours? ☐ HOME ☐ CELL ☐ WORK

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

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Which phone is primary contact during school hours? ☐ HOME ☐ CELL ☐ WORK

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

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Which phone is primary contact during school hours? ☐ HOME ☐ CELL ☐ WORK

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## STUDENT REGISTRATION & INFORMATION

(Page 5 of 5)

### PHYSICIAN INFORMATION

Physician name: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Hospital/Practice name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## RACIAL/ETHNIC DECLARATION

All school districts are required by state and federal law to report the racial/ethnic origins of our student body as a group. This declaration is used for statistical purposes only and will NOT be kept as part of an individual students' record. Your cooperation regarding this effort is most appreciated.

PLEASE CIRCLE ONE:

- ☐ 1. **AMERICAN INDIAN OR ALASKAN NATIVE:** A person having origins in North America, or who maintains cultural identification through tribal affiliation or community Recognition
- ☐ 2. **ASIAN AMERICAN:** A person having origins in the Far East or Southeast Asia
- ☐ 3. **BLACK OR AFRICAN AMERICAN:** A person having origins in any of the black racial groups in Africa
- ☐ 4. **HISPANIC OR LATINO:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin
- ☐ 5. **WHITE; NOT OF HISPANIC ORIGIN:** A person having origins in Europe, North Africa or the Middle East
- ☐ 6. **MULTI-RACIAL**
- ☐ 7. **HAWAIIAN OR PACIFIC ISLANDER**

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## **MACOMB ACADEMY STUDENT STATUS FORM**

Free Appropriate Public Education (FAPE)

**\*\*Please Attach a Current IEP to this Completed Form\*\***

Today's Date \_\_\_\_\_

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Gender: ☐ M ☐ F Parent(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

District in which student resides: \_\_\_\_\_ Last evaluation date: \_\_\_\_\_

### Right to a Free Appropriate Public Education (FAPE)

- On \_\_\_\_\_ (date) it was determined that your student is a student with a disability under the Individuals with Disabilities Education Act (IDEA).
- As a student with a disability: he/she is entitled to receive a Free Appropriate Public Education (FAPE) from the public school
- The \_\_\_\_\_ public school district stands ready to provide a FAPE should you/your student choose to continue his/her education until age 26 or his/her acceptance of a diploma

This form verifies that, \_\_\_\_\_, the student, has not accepted his/her high school diploma, nor will a diploma be held for the student to obtain at a later date. In addition, an IEP (Individualized Education Plan) has identified his/her disability and plan of work, which includes transition goals for daily living skills and employability training to exit your district.

Therefore, the student, \_\_\_\_\_, is entitled to a Free Appropriate Public Education (FAPE) in the State of Michigan.

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Position

\_\_\_\_\_  
School District

\_\_\_\_\_  
Date

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## GUARDIAN VERIFICATION FORM

**\*\*Please Print All Requested Information\*\***

I, \_\_\_\_\_, hereby certify that I have petitioned  
Probate Court and have been granted ☐ Partial ☐ Plenary Legal Guardianship of  
\_\_\_\_\_. This student is not to sign legal  
Student Name  
documents regarding school information.

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

**MACOMB ACADEMY MUST BE PROVIDED WITH COPIES OF CURRENT COURT DOCUMENTS OF  
GUARDIANSHIP.**

**UNLESS/UNTIL THESE DOCUMENTS ARE PROVIDED, WE MUST TREAT THE STUDENT AS  
HIS/HER OWN GUARDIAN.**

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## STATEMENT OF VARICELLA DISEASE (CHICKEN POX)

HAS YOUR STUDENT EVER HAD THE CHICKEN POX? ☐ YES ☐ VACCINATION

(If yes, please complete the bottom portion of this form.)

Macomb County Immunization Regulations require all students admitted to any public, private or parochial elementary or secondary school, day care center, camp or any other organized care or educational facility operating in Macomb County to present a certificate indicating dates of all required immunizations.

Complete the portion below only if your student has had varicella disease (chicken pox). This must be signed and witnessed at the student's school/child care program.

**\*\*Please Print All Information Requested\*\***

I certify that the student \_\_\_\_\_

Last Name

First Name

M.I.

Birth Date

Grade

Date of School Enrollment

has had varicella disease(chicken pox) \_\_\_\_\_

(when did varicella occur: age or date)

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

Witnessed by School/Program Staff

Date

School District:

School/Child Care Program: Macomb Academy

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## STUDENT RELEASE OF INFORMATION

Macomb Academy students are over the age of 18 and, therefore, legal adults. Because of this, the Academy may not release certain information to anyone other than the student's legal guardian, if applicable, without first receiving written permission from the student. This includes parents and other family members.

To help us provide students the best educational experience while attending Macomb Academy, we request each student to grant the Academy permission to release information to and otherwise communicate with the student's parent(s) and others listed below by completing this form and returning it to our office promptly.

Student Name (please print): \_\_\_\_\_

By signing this form, I give Macomb Academy permission to release information to and otherwise communicate with the following individual(s):

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

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

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

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

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

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

I understand that this Release is in effect throughout my enrollment at Macomb Academy unless/until I revoke permission in writing. I understand that I may add or remove individuals on this list at any time.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

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## **AUTHORIZATION for the RELEASE OF RECORDS**

I HEREBY authorize Macomb Academy to obtain school and educational records pertaining to the following person for educational purposes.

### **MACOMB ACADEMY**

**Mrs. Mikelle Hillewaere, Director**

39092 Garfield Rd-Clinton Township, MI 48038

Phone: (586) 228-2201 Fax: (586) 228-2210

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

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

### **Requested Information**

- ☐ Current IEP
- ☐ Psychological Report
- ☐ Current MET
- ☐ Social Worker Report
- ☐ Multidisciplinary Report
- ☐ Teacher Report
- ☐ Medical Report
- ☐ EDP (Educational Development Plan)
- ☐ **OFFICIAL** School Transcript with "Seal"
- ☐ MI Access Assessment or M-Step/MEAP Results
- ☐ UIC Number

\_\_\_\_\_  
Student/Guardian Signature (Parent, if under 18)

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date

# MAC Student/Parent/Guardian/Teacher Contract

To accomplish our mission, students, parents/guardians, and teachers must work together. We ask for your agreement by signing the part of this contract that belongs to you.

**As a student, I will:**

- Come to school ready and prepared to learn
- Show respect for peers and staff
- Demonstrate a good attitude
- Demonstrate a commitment to the goal of Macomb Academy
- Do my best work
- Do my part in keeping my school clean and safe

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**As a parent/guardian, I/we will:**

- See that my student is punctual and attends school regularly
- Support the school in its effort to maintain proper discipline
- Encourage my student's efforts to do his/her best
- Be aware of what my student is learning
- Attend staffing or IEP meeting and other school functions
- Establish a time for sharing daily school experiences and/or completing homework

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**As a teacher, I will:**

- Provide an environment conducive to learning
- Hold high expectations for my student and myself by using methods and techniques that work for my classroom
- Provide appropriate and meaningful assignments for my students
- Maintain open lines of communication with my students, their parents/guardians, and agency staff to support student learning
- Respect the students, their parents/guardians and the diverse cultures of the school

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Macomb Academy  
Emergency Information Card

**\*Please COMPLETE by printing in black or blue ink and RETURN\***

|                                                                                                                                                                                                                                                                                                                  |                                                                                                                                           |                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Student's First Name:                                                                                                                                                                                                                                                                                            | Student's Last Name:                                                                                                                      | Primary Mode of Transportation:                                                                                                                 |
| Gender (check one)<br>Male _____ Female _____                                                                                                                                                                                                                                                                    | Student's Email:                                                                                                                          | Student's Phone #:                                                                                                                              |
| Student's Date of Birth:<br><br>Is Student Own Guardian: Yes _____ No _____                                                                                                                                                                                                                                      | Does student live:<br>_____ with parent/guardian<br>_____ group home<br>_____ supported living independent program<br>_____ independently | Seizures: Yes _____ No _____<br><br>Frequency:                                                                                                  |
| Address:                                                                                                                                                                                                                                                                                                         | City, State, Zip Code:                                                                                                                    | Allergies: Yes _____ No _____<br>Type/Description:<br><br>EPI Pen: Yes _____ No _____                                                           |
| Parent/Guardian #1 – First and Last Name                                                                                                                                                                                                                                                                         | Parent/Guardian #2 – First and Last Name                                                                                                  | Type/Description:                                                                                                                               |
| Home Phone #:                                                                                                                                                                                                                                                                                                    | Home Phone #:                                                                                                                             | Please list any health/social problems that staff needs to be aware of:                                                                         |
| Cell Phone #:                                                                                                                                                                                                                                                                                                    | Cell Phone #:                                                                                                                             |                                                                                                                                                 |
| Work Phone #:                                                                                                                                                                                                                                                                                                    | Work Phone #:                                                                                                                             |                                                                                                                                                 |
| Email:                                                                                                                                                                                                                                                                                                           | Email:                                                                                                                                    | Does student work with:<br><input type="checkbox"/> MRS <input type="checkbox"/> ARC <input type="checkbox"/> CMH <input type="checkbox"/> JOAK |
| Emergency Contact #1                                                                                                                                                                                                                                                                                             | Emergency Contact #2                                                                                                                      | Is their case currently : <input type="checkbox"/> Open <input type="checkbox"/> Closed                                                         |
| Name:                                                                                                                                                                                                                                                                                                            | Name:                                                                                                                                     | Case Worker's Name and Phone Number:                                                                                                            |
| Phone #:                                                                                                                                                                                                                                                                                                         | Phone #:                                                                                                                                  |                                                                                                                                                 |
| Relationship:                                                                                                                                                                                                                                                                                                    | Relationship:                                                                                                                             |                                                                                                                                                 |
| <p>If you cannot be reached in an emergency, your student may be released only to the above listed emergency contacts. In case of an accident or serious illness, I request the school contact me. If the school is unable to reach me, I hereby authorize the school to secure emergency medical treatment.</p> |                                                                                                                                           |                                                                                                                                                 |
| Student/Parent/Guardian Signature: _____                                                                                                                                                                                                                                                                         |                                                                                                                                           | Date: _____                                                                                                                                     |

## Macomb Academy Student Residency Questionnaire

**PLEASE PRINT**

Student Name: \_\_\_\_\_  
Last First Middle

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Male ☐ Female

The answer you give below will help determine eligibility for services under the McKinney-Vento Act.

Where is the student currently living? Please check one box.

- ☐ Permanent Housing (for example, family home, or group home)
- ☐ Homeless Shelter
- ☐ Victim Shelter
- ☐ Doubles-Up (temporarily with another family member or other person due to loss of housing or other economic hardship)
- ☐ Motel/Hotel
- ☐ Other location (for example: in a car, park, bus, or campsite)
- ☐ Other temporary living arrangement – Please describe: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

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

City, State: \_\_\_\_\_ ZIP: \_\_\_\_\_

*Presenting a false record or falsifying records is an offense punishable by federal and state law. By signing below, you attest that all information provided on this form is true and accurate.*

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*PLEASE RETURN\***

## HOLD HARMLESS AGREEMENT

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between  
MACOMB ACADEMY, of 39092 Garfield Road, Clinton Township, Michigan 48038 and  
\_\_\_\_\_ (hereinafter "STUDENT") and

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

\_\_\_\_\_, (hereinafter "Parent/Guardian").  
Parent/Guardian Name \_\_\_\_\_

### BACKGROUND

- A. **MACOMB ACADEMY** is a public school, chartered by Central Michigan University that began operating in 1989 to offer school-to-work classes to students who required assistance in the transition from school to productive adult life in the community.
- B. **MACOMB ACADEMY'S** primary goal is to provide hands-on life skills and employment training in a real-world adult environment fostering personal, social, vocational and emotional growth so that each student can reach his/her fullest level of independence.
- C. **MACOMB ACADEMY** shall provide employment training for \_\_\_\_\_  
Student Name  
who is considered ready for said experience based upon the unanimous agreement of the  
**STUDENT, PARENT/GUARDIAN, and MACOMB ACADEMY** staff.

### HOLD HARMLESS AND INDEMNIFICATION

**NOW THEREFORE**, in consideration of the background above, and the terms, conditions and requirements set forth herein, the **STUDENT** and his/her **PARENT/GUARDIAN**, agree as follows:

1. **STUDENT** hereby agrees to comply with all **MACOMB ACADEMY** Rules, Regulations and Practices during the duration of **STUDENT'S** employment training provided by **MACOMB ACADEMY**.
2. The **STUDENT** and **PARENT/GUARDIAN** agree to hold harmless and release **MACOMB ACADEMY** and Central Michigan University, from all claims and/or liabilities of whatsoever nature or extent arising out of or as the result of **STUDENT'S** employment training experience.
3. **STUDENT** and **PARENT/GUARDIAN** further indemnify **MACOMB ACADEMY** and Central Michigan University from any expense, cost, obligation(s), claim(s), and/or damage(s) including reasonable attorney fees, as he result of any claims or liabilities of whatever nature or extent, arising out of or as a result of **STUDENT'S** employment training.

**STUDENT NAME (Print):** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**\*PLEASE RETURN\***

**MACOMB ACADEMY**  
**MEDICATION CONTROL FORM and OTC MEDICATION ADMINISTRATION APPROVAL**

**\*\*Please Note Form Must Be Updated Every Year\*\***

Student: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Teacher: \_\_\_\_\_ School Year: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- I. Macomb Academy ☐ **has permission** ☐ **does not have permission** to provide over the counter medication, if needed, to my student. If allowed, please check your preference. ☐ Tylenol (acetaminophen) ☐ Motrin (ibuprofen) ☐ Benadryl (allergy relief)  
**If no choice is indicated, no medication will be provided.**

- II. \_\_\_\_\_ Check here if students does not take any medication

- III. Student takes the following medication(s) **AT HOME**:

1. Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Time Taken \_\_\_\_\_ Comments \_\_\_\_\_
2. Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Time Taken \_\_\_\_\_ Comments \_\_\_\_\_
3. Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Time Taken \_\_\_\_\_ Comments \_\_\_\_\_

For the following section, please include both prescription and over the counter medication. OTC medication will not be provided by the school, and must be brought in to the office in the original bottle with the student's name on it.

- IV. Student will bring and may take the following medication(s) **AT SCHOOL**:

1. Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Time Taken \_\_\_\_\_ Comments \_\_\_\_\_
2. Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Time Taken \_\_\_\_\_ Comments \_\_\_\_\_
3. Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Time Taken \_\_\_\_\_ Comments \_\_\_\_\_

I give permission for the above medication(s) to be taken at school. These instructions are in compliance with the instructions of the physician.

Parent/Guardian Signature: \_\_\_\_\_ Student: \_\_\_\_\_ Date: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: All medication must be sent to school in the original container and labeled with the date of the prescription, student's name, exact dosage and time to be taken. A new medication form must be completed whenever there is a change in medication orders.**

# Macomb Academy

39092 Garfield Rd.  
Clinton Twp., MI 48038  
(586) 228-2201  
macombacademy@macombacademy.net

Welcome Everyone!

We are all excited for the new school year to start. One way we work on our independent skills is to offer the students an opportunity to go off campus during lunch period. This is optional for every student.

The students can walk to Dollar Tree (crossing parking lot), 7-Eleven (crossing 17 Mile), Tim Horton's (crossing Garfield), or Chicken Shack (crossing Garfield), Jet's Pizza (crossing Garfield) to purchase items. Students are required to bring their own money. They will also be required to sign out when they leave and sign in when they return.

Please fill out the following form and return to school regarding if or how your student will be allowed to leave campus during their lunch period.

Best regards,

[Mikelle Hillewaere](#)

Administrator  
mhillewaere@macombacademy.net

Student's Name: \_\_\_\_\_ School Year: \_\_\_\_\_  
\_\_\_\_\_

Please check one of the appropriate boxes.

- ☐ My student can leave campus on their own.
- ☐ My student can leave campus with an assigned peer.
- ☐ My student can leave campus accompanied by a staff member.
- ☐ My student may NOT leave campus.

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

\_\_\_\_\_  
Parent/Guardian Name

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

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

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

# MACOMB ACADEMY

39092 Garfield Clinton Twp., MI 48038 Phone (586) 228-2201 Fax (586) 228-2210

[macombacademy@macombacademy.net](mailto:macombacademy@macombacademy.net)

## STUDENT TRANSPORTATION INFORMATION

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

Please check one:

☐ I will be driving myself to school everyday

☐ I will drive myself to school occasionally

Make, Model & Year of Vehicle: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

**OR**

Personal Transportation:

☐ I will be picked up and dropped off by a family member

Make, Model & Year of Vehicle: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

**OR**

Community Transportation:

☐ SMART Bus

☐ Fixed Route

☐ Connector Service or Flex Service

**OR**

Other (please  
describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# MAC Wolves Wellness Room

## Permission Form

The following rules **must** be followed to use the MAC Wolves Wellness Room:

1. Entry to the Wellness Room requires the permission and presence of a staff member
2. All participants must warm-up and stretch before exercising and/or using any of the equipment.
3. The Wellness Room and equipment must be used for their intended purposes.
4. If your student feels any pain when exercising or while using equipment, they should STOP IMMEDIATELY.
5. If your student feels faint or does not feel well, they should STOP EXERCISING, SIT DOWN IMMEDIATELY, and NOTIFY STAFF.
6. Students using the Wellness Room and/or the equipment for purposes other than intended will be removed from the room.
7. All students must have a signed permission slip on file in order to participate in the MAC Wolves Wellness Room.

**I understand the rules of the Wellness Room on the previous page.**

---

**I GIVE PERMISSION** for my student to participate in and use the equipment in the Macomb Academy Wolves Wellness Room.

---

(Please print student's full name)

---

(Please print parent/guardian name)

---

(Student signature)

---

(Date)

---

(Parent/Guardian signature)

---

**I DO NOT GIVE** permission for my student to participate in and/or use the equipment in the MAC Wolves Wellness Room.

---

(Please print student's full name)

---

(Please print parent/guardian name)

---

(Student signature)

---

(Date)

---

(Parent/Guardian signature)

---

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## Macomb Academy – Media Release

As we continue to grow and enhance our program at Macomb Academy, we are looking to share with our community. Throughout the year, we often take picture and videos of students to share through social media, on our website, and through our yearbook. We hope you will consider allowing us to show your student's image and/or name throughout these platforms.

Student Name (please print): \_\_\_\_\_

### **Please Check Only One:**

☐ I give permission to publish videos and/or photos of me online and/or in print (may include my name).

☐ I give permission to publish video and/or photos of me online and/or in print, **but would like my full name to NOT be published.**

☐ I give permission to publish photos of me **only in the Macomb Academy yearbook and internal documents.**

☐ **I DO NOT give permission** for Macomb Academy to use, publish, or release any photos/videos of me for any reason. Checking this option means you will not appear in the yearbook in any way.

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

Date

\_\_\_\_\_  
Parent/Guardian Name

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

\_\_\_\_\_  
Date

At Macomb Academy, we administer the Life Center Career Education Assessment to our students. This assessment is given to determine your student's skill level in the categories of daily living skills, social emotion development, and employment skills. These results allow us to ensure we are providing academic instruction and support at an appropriate level for your student while promoting continuous skill growth.

Please complete the following assessment based on your student's current skill level at home and in the community. Your valuable input helps us to tailor your student's educational experience while allowing us to create targeted, measurable IEP goals to further their independence at home, at school and in their community.

Below is the scoring chart to complete the assessment.

| Score Key                                            |                                               |                                            |                                                                   |                                 |
|------------------------------------------------------|-----------------------------------------------|--------------------------------------------|-------------------------------------------------------------------|---------------------------------|
| 0                                                    | 1                                             | 2                                          | 3                                                                 | 4                               |
| Does not demonstrate knowledge of required skill set | Can complete task with physical demonstration | Can complete task with verbal instructions | Can complete task with non-verbal instructions such as gesturing. | Can complete task independently |

Please answer in the box below each task, following the main description, with the corresponding number that matches your student's ability.

Example:

| Managing Personal Finances         | Count Money and make correct change | Make responsible expenditures | Keep basic financial records | Calculate and pay taxes | Use credit responsibly | Use banking services |
|------------------------------------|-------------------------------------|-------------------------------|------------------------------|-------------------------|------------------------|----------------------|
|                                    | 1                                   | 4                             | 2                            | 1                       | 3                      | 1                    |
| Selecting and Managing a Household | Seek adequate housing               | Set up a household            | Maintain home exterior       | Maintain home interior  | Uses appliances        | Uses tools           |
|                                    | 4                                   | 1                             | 1                            | 4                       | 3                      | 2                    |

## Student Assessment

Student Name:

DOB:

School Year: 2026-2027

Person Completing Form:

### Daily Living Skills

| Managing Personal Finances                                | Count Money and make correct change                        | Make responsible expenditures                                    | Keep basic financial records              | Calculate and pay taxes          | Use credit responsibly                                            | Use banking services                                         |
|-----------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------|----------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------|
|                                                           |                                                            |                                                                  |                                           |                                  |                                                                   |                                                              |
| Selecting and Managing a Household                        | Seek adequate housing                                      | Set up a household                                               | Maintain home exterior                    | Maintain home interior           | Uses appliances                                                   | Uses tools                                                   |
|                                                           |                                                            |                                                                  |                                           |                                  |                                                                   |                                                              |
| Caring for Personal Needs                                 | Obtain, interpret and understand health information        | Demonstrate knowledge of physical fitness, nutrition and weight  | Exhibit proper grooming and hygiene       | Dress appropriately              | Demonstrate knowledge of common illness, prevention and treatment | Practice personal safety                                     |
|                                                           |                                                            |                                                                  |                                           |                                  |                                                                   |                                                              |
| Demonstrating Relationship Responsibilities               | Understand relationship roles with friends and others      | Understand relationship roles with families                      | Understand changes with friends           | Understand changes with others   | Understand changes with families                                  | Demonstrate care of children                                 |
|                                                           |                                                            |                                                                  |                                           |                                  |                                                                   |                                                              |
| Buying, Preparing, and Consuming Food                     | Plan and eat balanced meals                                | Purchase food                                                    | Store food                                | Clean preparation area           | Preparing and cleaning up after dining                            | Demonstrate appropriate eating habits                        |
|                                                           |                                                            |                                                                  |                                           |                                  |                                                                   |                                                              |
| Buying and Caring for Clothing                            | Wash clothing                                              | Clean clothing                                                   | Purchase clothing                         | Iron clothing                    | Mend clothing                                                     | Store clothing                                               |
|                                                           |                                                            |                                                                  |                                           |                                  |                                                                   |                                                              |
| Exhibiting Responsible Citizenship                        | Demonstrate knowledge of civil rights and responsibilities | Know the nature of local and state governments                   | Know the nature of the federal government | Demonstrate knowledge of the law | Demonstrate ability to follow the law                             | Demonstrate knowledge of citizen rights and responsibilities |
|                                                           |                                                            |                                                                  |                                           |                                  |                                                                   |                                                              |
| Utilizing Recreational Facilities and Engaging in Leisure | Demonstrate knowledge of available community resources     | Choose and plan activities                                       | Demonstrate the value of recreation       | Engage in group activities       | Engage in individual activities                                   | Plan a vacation time                                         |
|                                                           |                                                            |                                                                  |                                           |                                  |                                                                   |                                                              |
| Choosing and Accessing Transportation                     | Demonstrate knowledge of traffic rules and safety          | Demonstrate knowledge and use of various means of transportation | Find ways around the community            | Drive a car                      |                                                                   |                                                              |
|                                                           |                                                            |                                                                  |                                           |                                  |                                                                   |                                                              |

## Self-Determination and Interpersonal Skills

|                                                             |                                                 |                                                             |                                                                    |                                                   |                                                            |                                  |
|-------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------|----------------------------------|
| <b>Understand Self-Determination</b>                        | Understand personal responsibility              | Identify and understand motivation                          | Anticipate consequences to choices                                 | Communicate needs                                 |                                                            |                                  |
|                                                             |                                                 |                                                             |                                                                    |                                                   |                                                            |                                  |
| <b>Being Self-Aware</b>                                     | Understand personal characteristics and roles   | Identify needs: physical, emotional, social and educational | Identify Preferences: physical, emotional, social, and educational | Describe others perception of self                | Demonstrate awareness of how one's behavior affects others |                                  |
|                                                             |                                                 |                                                             |                                                                    |                                                   |                                                            |                                  |
| <b>Developing Interpersonal Skills</b>                      | Demonstrate listening and responding skills     | Establish and maintain relationships                        | Make and maintain friendships                                      | Develop and demonstrate appropriate behavior      | Accept praise and criticism                                | Give praise and criticism        |
|                                                             |                                                 |                                                             |                                                                    |                                                   |                                                            |                                  |
| <b>Communicating with others</b>                            | Communicate with understanding                  | Know subtleties of communication                            | Assertive communication                                            | Effective communication                           | Recognize emergency situations                             | Respond to emergency situations  |
|                                                             |                                                 |                                                             |                                                                    |                                                   |                                                            |                                  |
| <b>Good Decision Making</b>                                 | Problem solving                                 | Identify and set goals                                      | Develop plans and attain goals                                     | Self-evaluation and feedback                      | Develop alternatives                                       | Evaluate alternatives            |
|                                                             |                                                 |                                                             |                                                                    |                                                   |                                                            |                                  |
| <b>Developing Social Awareness</b>                          | Develop respect for others rights               | Develop respect for others property                         | Recognize authority                                                | Follow Instructions                               | Demonstrate appropriate behavior in public settings        | Understand the motives of others |
|                                                             |                                                 |                                                             |                                                                    |                                                   |                                                            | 0                                |
| <b>Understanding Disability Rights and Responsibilities</b> | Identify disability rights and responsibilities | Understand disability rights and responsibilities           | Identify needed services and supports                              | Appropriately access needed services and supports |                                                            |                                  |
|                                                             |                                                 |                                                             |                                                                    |                                                   |                                                            |                                  |

## Employment Skills

|                                                       |                                           |                                                                               |                                            |                                                            |                                          |                                                         |
|-------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------|------------------------------------------|---------------------------------------------------------|
| <b>Knowing and Exploring Employment Possibilities</b> | Identify personal values met through work | Identify social values met through work                                       | Identify remunerative aspects of work      | Locate sources of employment and training information      | Classify jobs into employment categories | Investigate local employment and training opportunities |
|                                                       |                                           |                                                                               |                                            |                                                            |                                          |                                                         |
| <b>Exploring Employment Choices</b>                   | Identify major employment interests       | Identify employment aptitudes                                                 | Investigate realistic employment           | Identify requirements of desired and available employments | Identify major employment needs          |                                                         |
|                                                       |                                           |                                                                               |                                            |                                                            |                                          |                                                         |
| <b>Seeking, Securing, and Maintaining Employment</b>  | Search for a job                          | Apply for a job                                                               | Solve job related problems                 | Functions of meeting and exceeding job standards           | Maintain and advance in employment       |                                                         |
|                                                       |                                           |                                                                               |                                            |                                                            |                                          |                                                         |
| <b>Exhibiting Appropriate Employment Skills</b>       | Follow directions and observe regulations | Recognize importance of attendance, punctuality and importance of supervision | Demonstrate knowledge of work place safety | Work with others                                           | Meet demands for quality work            | Work at expected levels of productivity                 |
|                                                       |                                           |                                                                               |                                            |                                                            |                                          |                                                         |