

Banta Elementary/Banta Charter School

Important Information!!

Transitional Kindergarten 2024-2025



First Day of School: Monday August 5th

• Welcome to Banta School!





TK School Hours:

Monday: 8:20 AM - 1:15 PM Tuesday-Friday: 8:20 AM - 2:55PM



TK Orientation:

*Date and Time to be Determined- You will be contacted with further information closer to the new school year.

Information given prior to 1st Day of School:

- Assigned Student Teacher/Classroom
- Bus transportation form /Pick up card
- Any other needed information/forms

22345 S El Rancho Rd. Tracy, CA 95304 (209)229-4650 • bantasd.org





February 1, 2024

Dear Parents:

It is a sincere pleasure to welcome you and your child to the Banta School community. We are excited about having an opportunity to work with you as a full partner in your child's education. Banta Elementary School is committed to providing each student with a high-quality learning experience. We believe the best way to achieve academic success is through the combined efforts of the school, parents/guardians, and child.

Our grade level curriculum is aligned to the California Common Core State Standards. These standards drive the plans for daily instruction and homework and also provide the basis for progress reports and report cards. Parent/teacher conferences add further clarity regarding student progress.

Additionally, we are committed to helping students maintain a natural curiosity and confidence in themselves as learners, while developing behaviors that will enable them to become active and focused learners in the classroom. Our teachers are highly skilled professionals who will determine the manner of instruction, motivation, grouping, pacing, reinforcing, and re-teaching in order to meet the needs of each student.

We urge you to become part of our active parental involvement efforts throughout the school. Working together we can do wonderful things. Please do not hesitate to contact the school office if you have any questions concerning your child's upcoming kindergarten experience. I hope you have a wonderful school year. Welcome to Banta!

Sincerely,

Tabatha Maxie

Tabatha Maxie, M.Ed. Principal Banta Elementary School

> Banta Elementary School

22345 South El Rancho Road Tracy, CA 95304 www.bes.bantasd.org (209) 229-4650

Banta Unified School District

Requirements for Registration Checklist 2024-2025

Transitional Kindergarten

Please Provide the Following Documents:

- □ Copy of Original Birth Certificate
- □ IEP/504 Plan (if applicable)
- Derived Proof of Residency if in Banta District (Rental agreement or Utility Bill)
- □ Driver's License
- □ Written Evidence of Up-to-Date Immunization with Month and Year of Each Vaccine Dose Signed or Stamped by Clinic, Physician, or Nurse. (Yellow Card)
- □ Legal Documents if applicable (custody papers, restraining orders, etc)

Please Fill out the Following Documents Provided in this Packet:

- □ Registration Forms
- □ Dismisal Procedure Form

Banta Unified School District

	<u>New Student Regist</u>		in Agreenen	
School Requesting:	Banta Elementary	Banta Chart	er	
Student's Legal Name:				
Lega Other Legal Name (If applicable)	I Last Name	Legal First Name Birth da	Legal Middle ate://	e Name Gender: ☐M
Residence Address (house number &	& street name Apt #	City, State, Zip	Grade:	
Mailing Address (IF DIFFERENT FR	OM ABOVE) Apt #		City, State, Zip	
Birthplace city: Date first attended school <u>in the U.S.</u>	Birthplace State, C	ountry: at attended school <u>in Californi</u>		6. Citizen: ∐Yes ∏No _
Parent/Guardianship Information -	-			
Parent/Guardian #1 First Name	Parent/Guardian Last Name	Primary Phone	Alternate Phone	Alternate Phone
Relationship to Student Employe	r ا	Email Address		
Parent/Guardian #2 First Name	Parent/Guardian Last Name	Primary Phone	Alternate Phone	Alternate Phone
Relationship to Student Employe	er	Email Address		
With whom does the student live? – (Mother & Father Father Mot Is the above (checked) person(s) the If there is a legal custody agreement	her Step-Father Step-Moth student's LEGAL guardian? Yo regarding this student, please che	es	ete a "Caregiver Affidavit" Sole Custody	Guardian
Duplicate Mailing –If divorced/separa address, and phone number:	ited and joint custody allows dupil	cate mailing/information to be	e given to other parent, pi	ease include their name,
Full Name	Phone Number	Mailing Address	City Ct	ata Zin
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Name:	Emergency Contact 1:	Emergen Name:	ncy Contact 2:	Emergen Name:	cy Contact 3:
Relation	ship:	Relationship:		Relationship:	
Primary	Phone:()	Primary Phone:()	Primary Phone:()
Alternate	e Phone:()	Alternate Phone:(Alternate Phone:()))
Previou	s School Attended -				
Name		Address	City,	State, Zip	Phone Number
7. Expulsi 1. 2.	on - Has your child ever been ex If yes, what was the offense If yes, has your child been r	ously suspended? Yes No spelled from any school district? [? einstated? Yes No Yes No If so, name and ph	□Yes □No If yes, whe	·····	
	Information -				
Medical	Care Physician	() Phone Number	Last Seen Date	Hospital of Choice	/
	Gare i Hysician		Specialist		() Phone Number
Primary	-	Phone Number	opeolanot		()
Primary Speciali	-	Phone Number Name of Insured	•	Policy Group Number	() Phone Number

Enrollment Agreement - I declare that the information given is true and correct.

Student Name: _____Enrollment Date: _____

Parent/Guardian Signature:_____

Date:

BELOW FOR OFFICE USE ONLY						
<u>Proof of Birth:</u> Type:	Proof of Residence: Type:	Proof of Immunization: Type:	Entry Reason:	Enroll Date:	Assigned Grade:	Permanent ID:
Verified by:	Verified By:	Verified By:				

BANTA ELEMENTARY SCHOOL DISTRICT HOME LANGUAGE SURVEY

Nan	ne of Student:					
	Last Name		First Name		Middle Name	
Scho	ool:	Age:	Grade Level:			
Dire	ections to Parents and Guardians:					
	California Education Code contains rmation is essential for the school to				nguage(s) spoken in each student's home. T	.'his
liste	v i i	-		-	Please respond to each of the four question provided for each question. Please do not le	
1.	Which language did your child le	earn when they first	st began to talk? _			
2.	Which language does your child	most frequently sj	peak at home?			
3.	Which language do you (the pare when speaking with your child?	ents or guardians)	most frequently use –			
4.	Which language is most often sp (Parents, guardians, grandparents	•				
5.	Has your child ever been given th Proficiency Assessments for Califo		nglish Language _			
		·				

Please sign and date this form in the spaces provided below, then return this form to your child's teacher. We appreciate your cooperation.

Banta Unified School District Student Acceptable Use Policy and Computer Use Agreement

The Banta Unified School District and the San Joaquin County Office of Education Data Processing Joint Powers Authority, hereinafter referred to as the "district", authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable policies, administrative regulations, and this Acceptable Use Policy and Computer Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason. The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system. Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Policy and Computer Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, chromebooks, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

- 1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
- 2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
- 3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
- 4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
- 5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
- 6. Install unauthorized software.

- 7. "Hack" into any system to manipulate data of the district or other users.
- 8. Engage in or promote any practice that is unethical or violates any law or policy, administrative regulation, or district practice.
- 9. Bypass or disable any security software, settings, or configurations.

<u>Privacy</u>

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable policies, administrative regulations, and this Acceptable Use Policy and Computer Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, policy, or this agreement may be reported to law enforcement agencies as appropriate.

Google Apps for Education

Banta Unified School District is implementing Google Apps for Education for students and teachers. Students will have Google accounts to allow email, storage of their documents and presentations online. All stored work will be accessible from home, school, and anywhere there is an Internet connection. These accounts will be used for school related projects only. Student email accounts will be limited to accounts within the bantasd.org domain (students will only be able to send and receive emails with other accounts within the domain, not outside). Google Apps is a place for students to safely keep online communication and collaboration documents as they relate to school – school web sites, school documents, school videos, school calendars, school email. It is not to be used for personal things. The email naming convention is username@bantasd.org.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Policy and Computer Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name:	
(Please print)	
School:	Grade:
Signature:	Date:

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name:	Date:	
	-	

(Please print)

Signature: ___

Banta Unified School District Parent Agreements for Banta Unified School District Policies and Handbooks

Student Name:	Date:	Grade:

I have viewed the district and school websites https://bes.bantaesd.net and reviewed all information below under the Parent/Students documents with my child. If you do not have Internet access, please contact the school office for a copy of these documents.

My signature next to the document title on this sheet, gives my acknowledgment and/or permission. Please return this page to your child's teacher.

Document	Parent Signature
Banta School and District Handbooks	
Library Book Policy	
Parent's Notice of Rights and Responsibilities	
School Attendance	
Parental consent for release of information and records for services	obtaining federal reimbursements funds for school health
I have read and discussed the student handbook conduct	code with my child and will abide by its provisions and

I have read and discussed the student handbook conduct code with my child and will abide by its provisions and the rules of the school.

Student Signature:	
Parent Signature: _	

Date:	
Date:	

Banta Unified School District Parent Portal Acceptable Use Agreement

Banta Unified District offers the Powerschool Parent Portal to promote educational excellence further and enhance communication with parents. The Parent Portal allows parents to view their own child's school records anywhere, any time. California State Testing (CAASPP-ELA and Math Grades 3-8, Science Grades 5/8. ELPAC-English Learner grades K-8) scores are now available via the parent portal; you will need access to the Portal to view your student's test scores each year, paper copies will only be made available by request.

Use of the Parent Portal is a privilege and not a right. The Parent Portal is available to every parent or guardian of a student enrolled in the Banta Unified School District. In response for the privileged of accessing the Banta Unified School District Portal, every parent is expected to act in a responsible, ethical and legal manner. Parents are required to adhere to the following guidelines:

- 1. Parents will not share passwords with anyone, including their children
- 2. Parents will not attempt to harm or destroy the data of their children, another user, or the school district.
- 3. Parents will not use the Parent Portal for any illegal activity, including privacy laws. Anyone found to be violating laws will be subject to civil and or criminal charges
- 4. Parents will not access data or any account owned by another parent
- 5. Parents who identify a security problem with the Parent Portal must notify the district technology department immediately, without demonstrating the problem to anyone else.
- 6. Parents identified as a security risk to the Parent Portal or any other Banta Unified School District computers or networks will be denied access to the Parent Portal.
- 7. Access to the Parent Portal is a privilege and not a right. Improper use or abuse,m will result in termination of this privilege.

Only by signing and returning this agreement will you receive access to the Parent Portal for your child. Sign and return this form in its entirety.

Names and grades of your children in the Banta Unified School District

Name:	Grade:
Name:	Grade:
Name:	Grade:

I have read the Parent Portal Acceptable Use Policy (including the User's Guidelines enclosed) and I agree to abide by and support these rules. I understand that if I violate any terms of this Acceptable Use Policy, I may lose my privilege to use the Parent Portal and may be held liable for Civil and/or Criminal consequences.

Parent/Guardian Signature	Parent/Guardian Printed Name
Parent/Guardian Signature	Parent/Guardian Printed Name
Primary Email Address	



Release of Student Information and Photo Release Form. (Including Social Media)

Student's Name :	Grade:
School Year:	Teacher's Name:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student's education records. Parents and eligible students have the right to opt out of the inclusion of information about the student as director information, social media posts, photography for publication, and the posting of student work. This election is good for the duration of the time that the child is enrolled at Banta Elementary School/ Banta Charter School, but may be changed at any point by submitting a new release of Student Information and Photo Release Form.

Please select one option by checking the corresponding box:

□ Banta Elementary/Banta Charter School **has my permission** to include my student's information in any directory, publication of my student and any student work, without my consent.

This includes the following:

- Facebook and other social media platforms
- News channels/publications (online and in print)
- Newsletters
- School, District and classroom websites
- School and District awards
- School and District Calendars School Board Presentations
- □ Banta Elementary/Banta Charter School **has my permission** to include my student's picture and name<u>only in the Yearbook</u>.
- □ Banta Elementary/Banta Charter **does NOT have my permission** to include my student's information nor image in directory information that may be released without my consent.

Parent/Guardian's Name (Please print)

Date:

REPORT OF HEALTH EXAMINATION FOR SCHOOL ENTRY

To protect the health of children, California law requires a health examination on school entry. Please have this report filled out by a health examiner and return it to the school. The school will keep and maintain it as confidential information.

PART I TO BE FILLED OUT BY A F	PARENT OR GUARDIAN							
CHILD'S NAME—Last	First		Middle	Middle		BIRTH DATE—Month/Day/Year		
ADDRESS—Number, Street	City		ZIP code	SCHOOL				
PART II TO BE FILLED OUT BY HE								
HEALTH EXAMINATION		IMMUNIZATION RECO	RD					
NOTE: All tests and evaluations except the must be done after the child is 4 years and 3	blood lead test 3 months of age.	Note to Examiner: Plea Note to School: Please	ase give the family a comple e record immunization dates	eted or updated yell on the blue Califor	ow California Ir nia School Imn	mmunization R nunization Rec	ecord. ord (PM 286).	
REQUIRED TESTS/EVALUATIONS	DATE (mm/dd/yy)				DATE E	ACH DOSE W	AS GIVEN	
Health History	//		VACCINE	First	Second	Third	Fourth	Fifth
Physical Examination	//	POLIO (OPV or IPV)						
Dental Assessment	//		theria, tetanus, and [acellula	ar]				
Nutritional Assessment	//	pertussis) OR (tetanus	and diphtheria only)	_				
Developmental Assessment	//	MMR (measles, mump	s, and rubella)					
Vision Screening	//		emophilus Influenzae B)					
Audiometric (hearing) Screening	//	(Required for child care	e/preschool only)		_			
TB Risk Assessment and Test, if indicated	//	HEPATITIS B						
Blood Test (for anemia)	//	VARICELLA (Chicken	20X)				_	
Urine Test	//		,					
Blood Lead Test	//	OTHER (e.g., TB Test,	if indicated)					
Other	//	OTHER						
PART III ADDITIONAL INFORMATIC	ON FROM HEALTH EXAM	AINER (optional) a	nd RELEASE	OF HEALTH INF	ORMATION	BY PARENT	OR GUARD	IAN
RESULTS AND RECOMMENDATIONS			I give permission for th check-up with the school			additional in	formation abou	ut the health
Fill out if patient or guardian has signed the rele	ease of health information.		☐ Please check this box if you <i>do not</i> want the health examiner to fill out Part III.					
Examination shows no condition of concern	to school program activities.							
Conditions found in the examination or afte physical activity are: (please explain)	r further evaluation that are o	of importance to schooling or						
			Signature of parent or gu	lardian			Date	
			Name, address, and telep	ohone number of he	alth examiner			
			Signature of health exam	niner			Date	
			3					

If your child is unable to get the school health check-up, call the Child Health and Disability Prevention (CHDP) Program in your local health department. If you do not want your child to have a health check-up, you may sign the waiver form (PM 171 B) found at your child's school.

Oral Health Assessment Form

California law (*Education Code* Section 49452.8) says every child must have a dental check-up (assessment) by May 31st of his/her first year in public school. A California licensed dental professional must do the check-up and fill out Section 2 of this form. If your child had a dental check-up in the last 12 months, ask your dentist to fill out Section 2. If you are unable to get a dental check-up for your child, fill out the separate Waiver of Oral Health Assessment Requirement Form.

This assessment will let you know if there are any dental problems that need attention by a dentist. This assessment will also be used to evaluate our oral health programs. Children need good oral health to speak with confidence, express themselves, be healthy and, ready to learn. Poor oral health has been related to lower school performance, poor social relationships, and less success later in life. For this reason, we thank you for making this contribution to the health and well-being of California's children.

Section 1: Chil	ld's Information	(Filled out b	by parent or	guardian)

Child's First Name:	Last Name:	Middle Initial: C			Child's Birth Date:					
						MM	- D[) — `	YYYY	r
Address:							Apt	.:		
City:					ZIP	Code	:			
School Name:		Teacher:				ar chilo lergar		ts		
									1	
					Y					
Parent/Guardian First Nam	ie:	Parent/Guardian Last Name:			Child's Gender:					
						Male [∃ Fe	male	;	
Child's Race/Ethnicity:		White		Native A	mer	rican				
		Black/African American		Multi-rac	cial					
		Hispanic/Latino		Native F	lawa	aiian/F	Pacifi	c Isla	nder	
		Asian		Unknow	'n					
		Other (please specify)								

Continued on Next Page

Section 2: Oral Health Data Collection (Filled out by a California licensed dental professional)

IMPORTANT NOTE: Consider each box separately. Mark each box.

Assessment Date:		Untreated Decay (Visible Decay Prese	nt)	*Caries Experience (Visible decay and/or fillings present)		
MM – DD – YYY	Y	□Yes □No		□Yes □No		
Treatment Urgenc	y:					
□No obvious problem found	(carie	arly dental care recor es without pain or infe fit from sealants or fur	ction; or child would	Urgent care needed (pain, infection, swelling or soft tissue lesions)		
				MM – DD – YYYY		
Licensed Dental	Profe	essional Signature	CA License Numb	er Date		

*Check "Yes" for Caries experience if there is presence of untreated decay <u>or</u> fillings Check "No" for Caries experience if there is no untreated decay <u>and</u> no fillings

Section 3: Follow-up to Urgent Care (Filled out by entity responsible for follow up)

Parent notified that child has urgent dent	MM – DD – YYYY				
A follow-up appointment for this child has	been scheduled for:	MM – DD – YYYY			
Did child receive needed treatment?	Yes				
		sible for follow-up will be ck back in with parent)			
] I don't know				

The law states schools must keep student health information private. Your child's name will not be part of any report as a result of this law. This information may only be used for purposes related to your child's health. If you have questions, please call your school.

Original to be kept in child's school record.



Transitional Kindergarten Child Dismissal Procedure 2024-2025

On typical days, my child	 will leave	
school by:		

____ Car/Will be Pick-Up (You will receive name plaques for pick up)

_____ School Bus (Complete a bus form)

_____After School Program-Boys & Girls Club (Complete a B & G Club application to be enrolled or placed on waiting list)

I, ______ understand that I am responsible of notifying the school office and/or my child's teacher of any changes to the dismissal procedure.

Parent Signature

Date

2024-2025 Banta Unified School District Household Income Data Collection Form

 This is not an application for Free and Reduced-Price Meals. All students in the Banta Unified School District receive free meals. We request that all families return this confidential income data collection form in order to assist the school in qualifying for state funding and resources from the California Department of Education.

 Household Last Name:
 Phone:
 E-mail:

PART I: Fill in the following information for children living in your household								
Name of Child(ren) atte	School	Birth	Grade					
Last	Middle	First	Attending	Date	Level			
1.								
2.								
3.								
4.								
5.								
6.								

PART II: Fill in the following information for Household Size									
Total number of adults and children in Household:									
Select one:	1	2	3	4	5	6	7	8	Other
See back of this form for information on household size									

See back of this form for i	nformation on l	household size)_							
PART III: Fill in the following for each source of Household Income										
Household Income reported by Frequency:										
Household Members	Amount if Paid Weekly	Amount if Paid Twice Per Month	Amount if Paid Every Other Week	Amount if Paid Monthly	Amount if Paid Annually					
1.	\$	\$	\$	\$	\$					
2.	\$	\$	\$	\$	\$					
3.	\$	\$	\$	\$	\$					
4.	\$	\$	\$	\$	\$					
All Additional Income	\$	\$	\$	\$	\$					
Subtotal	\$	\$	\$	\$	\$					
Multiply Subtotal by:	X 52	X 24	X 26	X 12						
	•									

Total Household Income (sum of all columns):

\$

PART IV: Signature

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

Signature of Adult Household Member

Date

\$

\$

Printed Name of Adult Household Member

\$

\$

\$

District Use only: Date Reviewed:__

Total Income by Frequency

Reviewed by:

Verified by

Completing this Form

Completing this Form

The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

Who should I include in "Household Size"?

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a prorated share of expenses), do *not* include them.

What is included in "Total Household Income"? Total Household Income includes all of the following:

- **Gross earnings from work:** Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- Welfare, Child Support, Alimony: Include the amount each person living in your household receives from these sources, including any amount received from CalWORKs.
- Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits: Include the amount each person living in your household receives from these sources.
- All Other Income: Include worker's compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits and foster payments received by your household.
- Military Housing Allowances and Combat Pay: Include off-base housing allowances. *Do not* include Military Privatized Housing Initiative or combat pay.
- Overtime Pay: Include overtime pay ONLY if you receive it on a regular basis.

How do I report household income for pay received on a weekly, twice per month, every other week, monthly, and annual basis?

- For each household member determine the frequency in which income is received (weekly, twice per month, every other week, monthly, or annually) and enter amount in appropriate column. For example, if you are paid twice per month report the gross amount of your paycheck in the appropriate column.
- Repeat these steps for each source of income for each household member. If you have more sources of income than columns provided, report all additional income in the appropriate column.
- Add amounts reported in each column in the subtotal row. Multiply each subtotal by the appropriate number, as indicated on the form.
- Add all columns to determine the Total Household Income.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, put down that you made \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.

For additional information on Household Size and Gross Household Income, please see the Eligibility Manual for School Meals on the U.S. Department of Agriculture Guidance and Resource Web page at http://www.fns.usda.gov/cnd/guidance/default.htm.