



FAMILY RESOURCE GUIDE



A SERVICE GUIDE FOR
MULTILINGUAL FAMILIES

2020 – 2021 SCHOOL YEAR



Cleveland Metropolitan School District

Multilingual Multicultural Education Department

"Supporting English Learners Achieve Academic Excellence."



A NOTE FROM THE EXECUTIVE DIRECTOR OF THE MULTILINGUAL MULTICULTURAL EDUCATION DEPARTMENT

Greetings Multilingual Families of CMSD,

We hope all is well. During this trying time, the Cleveland Metropolitan School District (CMSD) has worked rigorously in putting together a plan of action to address the needs of all of our families during the COVID pandemic.

As you all know, CMSD will be starting the school year remotely as part of the school reopening plan. This means that we have had to adjust, as all of you, to this new way of living and working. We understand that with a change as large as this one, there will be some bumps on the road as we all begin to get accustomed to this new way of living. Also, we recognize that it is difficult to navigate through some services needed and we are here to help. This guide provides the essential information for all of our families to know where those services are at and whom to contact if needed.

As always, do not hesitate to communicate with our department for any items needed. Thank you for all that you do as families and caregivers.

Sincerely,

Jose O. Gonzalez

Jose Gonzalez, Ed.S.
Executive Director of Multilingual Multicultural Education
Cleveland Metropolitan School District

ENROLLMENT & REGISTRATION

The Multilingual Welcome Center is currently functioning on a virtual and/or phone basis since the COVID closures. The following are some procedures for families to follow and get in contact with our Welcome Center:

School Enrollment, Re-Enrollment, and School Transfers:

For school enrollment, re-enrollment and transfer please contact the Welcome Center office through the following phone numbers:

- Ms. Caraballo @ 216-838-6984
- Mrs. Rivera @ 216-838-0140
- Ms Nayef@ 216-577-6927

Documents Needed for Enrollment:

- CMSD Registration Form (Attached)
- Proof of Birth (Birth Certificate, Green Card, Passport, I-94 Card)
- Proof of Address (Rent Receipt, Lease, recent utility Bill, Public Agency, and Affidavit)
 - Affidavit only used if there is not proof of address (form attached)
- Previous School Records
- Immunization Records (TB test and the results)
- Parent / Caregiver ID
- Any Special Education documents (if needed)

Once the parent/caregiver has spoken to one of the Registration Specialists, the documents must be gathered and sent in. Parents can may go to any library to scan and send their documents for free or may take pictures of the enrollment documents and send it via e-mail. Enrollment documents must be sent to MultilingualRegistration@ClevelandMetroSchools.org

Address Changes & Withdrawals

Parents can contact their children's school to help change the address, update the contact information, and withdrawal.

CRISIS INTERVENTION

The Multilingual Department's Family Engagement & Student Supports subdivision is committed to assisting families through referrals of services that are in need for students to be successful. Schools and community partners that identify a need from a family or student may contact our coordinators regarding that need. Our Coordinator Contact information is the following:

- Senaida Perez, Family Engagement & Student Support Coordinator
 - 216.246.5831
 - Senaida.Perez@ClevelandMetroSchools.org
- Khwater Nayef, Refugee Services Coordinator
 - 216.577.6927
 - Khwater.Nayef@ClevelandMetroSchools.org

TRANSLATIONS & INTERPRETATIONS

The Multilingual Multicultural Education Department's Translations & Interpretations Subdivision is committed to meeting the translations and interpretation needs of our multilingual families in CMSD. All families and caregivers needing translations and interpretation services must request it through your child's school. Also, you may contact our Translations & Interpretations subdivision at Translations.Interpretations@ClevelandMetroSchools.org



MULTILINGUAL DEPARTMENT STAFF CONTACT INFORMATION

Jose O. Gonzalez, Ed.S. – Executive Director (216.838.6972)
Jose.Gonzalez@ClevelandMetroSchools.org

Carmen Torres – Administrative Assistant to the Executive Director (216.838.6972)
Carmen.Torres@ClevelandMetroSchools.org

Student Enrollment / Registration

- ⇒ Elizaida Caraballo, Intake/Registration Specialist – 216-838-0140
Elizaida.Caraballo@ClevelandMetroSchools.org
- ⇒ Marta Rivera, Intake/Registration Specialist – 216-838-6980
Marta.Rivera@ClevelandMetroSchools.org
- ⇒ Janice Cedeño, Assessment & Student Placement Manager – 216-838-6975
Janice.Cedeno@ClevelandMetroSchools.org

Multilingual Family Engagement / Family Crisis

- ⇒ Senaida Perez, Family Engagement & Student Support Coordinator – 216-838-6982
Senaida.Perez@ClevelandMetroSchools.org (216) 246-5831 ©
- ⇒ Khwater Nayef, Refugee Services Coordinator – 216-838-6978
Khwater.Nayef@ClevelandMetroSchools.org (216) 577-6927 ©

School Level Translations & Interpretations

- ⇒ Maribelle Guzman, Translations & Interpretations Manager 216-838-6981
Maribelle.Guzman@ClevelandMetroSchools.org
- ⇒ Kimberly Berrios, Translations & Interpretations Specialist – 216-838-6977
Kimberly.Berrios@ClevelandMetroSchools.org
- ⇒ Kaleb Garcia, Translations & Interpretations Specialist – 216-838-6979
Kaleb.Garcia@ClevelandMetroSchools.org

APPENDIX

The following pages are various forms and resources for our families and community partners to use in various instances.



Multilingual Multicultural Education Department

"Supporting English Learners Achieve Academic Excellence."



CLEVELAND METROPOLITAN SCHOOL DISTRICT

Student Enrollment Form

Re-enrollment Pre-registration Never enrolled at CMSD

1111 Superior Ave. E, Suite 1800, Cleveland, OH 44114 • 216.838.0000

Student's legal name: _____
Last Name First Name Middle Initial Suffix

Address: _____ Apt. number: _____ Up Down
Number Street City Zip Code

Grade: _____ Most recent school district attended/Community school: _____

Birthday: _____ Birthplace: _____ Nickname: _____
Month Date Year City State

Gender: Male Female

Did the child learn to speak a first language other than English? Yes No

Is student of Hispanic/Latino origin, regardless of race? Yes No

Is the language most often spoken by the child one other than English? Yes No

Race (select at least one):
 White Black/African-American
 Asian American Indian/Alaska Native
 Hawaiian/Other Pacific Islander

Is the language most often spoken in the child's home one other than English regardless of the language spoken by the child? Yes No

Student Lives With: (check all that apply):
 Mother Father Step-parent Foster parent
 Legal guardian Host parents (foreign exchange student)
 Self – Independent student Other (explain): _____

Native language: _____

Are you or your child currently homeless, doubled-up for economic reasons (living in someone else's home), or an unaccompanied youth (student living and in the care of someone who is not the custodial adult) or student in foster care?
 Yes No

Is the child in gifted or advanced placement classes? Yes No If yes, describe services: _____

Legal Custody:
 Mother and Father – Legally married
 Mother – Never legally married to biological father
 Father – Never legally married to mother/established paternity through courts
 Shared parenting through divorce or legal separation
 Parents legally married but not living together
 Student is 18 years old and lives independently
 Legal guardian*
 Grandparent Affidavit/Power of Attorney*
 CCDDFS*

Does the child have a 504 Plan or medical plan? Yes No If yes, describe services: _____

Court journal entry: _____
 Probate Court Juvenile Court

Does the child have a current IEP (special education)? Yes No If yes, list year of most recent evaluation: _____

*Case Number: _____

If yes, do you have a copy of the IEP and MFE? Yes No If yes, indicate program: _____

School choice(s):
1. _____
2. _____
3. _____

Is the child currently suspended? Yes No If yes, from what district? _____

School Choices entered in Choice Portal (ChooseCMSD.org)? Yes No

Is the child currently expelled? Yes No If yes, from what district? _____

End date: _____



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OFFICE USE ONLY

1- Beginning
2-Early Intermediate
3-Intermediate
4-Advance
6-Does NOT Qualify

Multilingual Multicultural Education Office Student Enrollment Form/Parent Interview/Page 3

Student Name: _____

Live in continental U.S.A. previously? YES NO City of Origin: _____

Country of Origin: _____ Citizenship Status: (Citizen) (Refugee) (Immigrant) (Migrant)

Date of entry to the U.S.A.: _____ Date Entered USA School: _____

Educational Background: Schools previously attended (start with most recent school):

NAME OF SCHOOL	CITY/STATE-COUNTRY	GRADE	YEAR	TYPE PROGRAM/SERVICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student School Records: YES NO At what age did your child enter school? _____

Has your child:

- Attended school regularly? YES NO
- Been promoted on the basis of age? YES NO
- Failed a grade? YES NO
- If YES, state grade (s) and reason for failure. _____
- Ever been interrupted from his education? YES NO
- If YES, state reason and length of interruption. _____
- Has student received Bilingual Education Services? Yes No If yes, number of years: _____
- Has student received English as a Second Language instruction? Yes NO If yes, number of years: _____

Home Language Usage Survey

Parents speak mostly _____ in the home

Parents speak mostly _____ with the student /Student preferred language _____

STUDENT LANGUAGE SURVEY

Please answer the following questions with these number from 1=Never 2=Hardly Ever 3=Sometimes 4= Mostly 5= Always:

- 1- Does your child speak a language other than English at home?
- 2- Does your child speak a language other than English outside your home?
- 3- Does your child speak English at home?
- 4- Does your child speak English outside your home?
- 5- Does your child read in a language other than English?
- 6- Does your child write in a language other than English?
- 7- Does your child read in English?
- 8- Does your child write in English?



GENERAL AFFIDAVIT

**State of Ohio
County of Cuyahoga**

BEFORE ME, the undersigned Notary, on this __, day of _____, 2020,

personally appeared _____

Who being by me first duly sworn, on his/her oath, deposes and says:

I certify that:

_____.

Signature of Affiant

Printed Name of Affiant

Address of Affiant

Address of Affiant line 2

Subscribed and sworn to before me, this ____ day of _____, 2020.

NOTARY PUBLIC



RELEASE OF STUDENT RECORDS

School Name: _____

ATTN: _____

Phone: () _____ Email: _____

Date: _____

Student Name: _____ D.O.B. _____

_____ D.O.B. _____

_____ D.O.B. _____

In order to expedite appropriate school and/or programmatic placement, please assist us in obtaining the release of school records for the above student (s).

Please email/mail to:

- marta.rivera@clevelandmetroschools.org
- elizaida.caraballo@clevelandmetroschools.org

_____ A copy of any school records (transcripts)

_____ Immunization Records

_____ Birth Certificate

_____ Custody Documents

_____ Documents pertaining to Special Education including:

- Individualized Education Program (IEP)
- Psychological Evaluation
- Behavior Plan
- 504 Accommodations Plan

Parent Guardian Signature: _____ Date: _____

Student Signature (18 years old): _____ Date : _____



TRANSFER / CHANGE OF ADDRESS

If Transfer:

Student Name: _____ Special Ed Code: _____

Current Building: _____ Lau Code: _____

ID Number: _____ Grade: _____

Transfer Date: _____ Transfer Code/Transportation Code: _____

Requested Building: _____

If Change of Address:

New Address: _____

City _____ Zip _____ Contact Number() _____

Additional Comments:

Multilingual Staff: _____ Date: _____

Parent Guardian Signature: _____ Date: _____

Student Signature (18 years old): _____ Date: _____



Student Withdrawal Form

Date: _____

Student Name: _____ Birthdate: _____

Student ID: _____ Student State ID number: _____

School Leaving: _____ Grade: _____

Current Address: _____

CURRENT	YES	NO
GIFTED		
LEP		
IEP		
504		
RIMP		

New School: _____

New School District: _____

Reason for Withdrawal – School Official to circle appropriate code:

- 36 Withdrew from Preschool Program
- 37 Withdrew from Kindergarten to Wait Another Year
- 40 Transferred to another school district – outside Ohio
- 41 Transferred to another Ohio district
- 42 Transferred to a Private School
- 43 Transferred to home schooling w/Superintendent approval
- 44 Withdrew to a Community School
- 45 Transferred by court order/adjudication – District not responsible
- 46 Transferred out of the United States
- 47 Withdrew pursuant to Yoder vs. Wisconsin, only 8th grades
- 48 Expelled Dates [From: _____] [To: _____]
- 51 Verified Medical Reasons – Dr.'s authorization on file
- 52 Death
- 72 Pursued Employment/Work Permit w/JobCorp/GED
- 73 Over 18 years of age

K-3 was this student ever retained? YES NO

Which Grade _____

Attach copy of guardian ID here and place copy in Student File

If Guardianship Change – Complete this Section

Name (New Guardian): _____ Relationship: _____

Reason for guardian change: _____

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

School District Personnel Signature: _____ Date: _____

Print Name: _____

Current Address [1] _____



Multilingual Multicultural Education Department

"Supporting English Learners Achieve Academic Excellence."



Student Withdrawal Form (Student Assignments Copy)



CLEVELAND
METROPOLITAN
SCHOOL DISTRICT

Student Name: _____ Grade: _____ Birth Date: _____

Please respond to all that apply

1. Reason for withdrawal?

2. Did you experience dissatisfaction from the school faculty? If so, please describe?

3. What did you like about the school?

4. What recommendations do you have to make the school better?

5. New Address (If Moved): _____

City: _____ State: _____ Zip: _____

New School: _____ City: _____