

Beginning of Year Forms Instructions

A couple of years ago we replaced the normal 20-page packet that each student brought home to their parents with electronic forms. Overall, I think this process worked well – and it saved us about 1600 sheets of paper! I have tweaked the forms and these instructions in an effort to make it even easier, and I hope I've been successful. As always, if you have any questions please don't hesitate to reach out to me at r Nassif@ccisd.net

- Mr. Nassif

- 1. This is the absolute most important step... before you do anything else, you must ensure you have Adobe Acrobat Reader.** If you have not installed it on your computer yet, you may find it (for free!) at: <https://get.adobe.com/reader/>
2. After making sure that you have Adobe Acrobat Reader, you may download the PDF of the forms at any of the below locations. **If you fill out the form within your browser, it probably won't save any of the information you've typed. To ensure the information is entered into the form and saved, please download and save the form to your computer and do NOT just fill it out through your browser.** Once you've downloaded the form, right click on it and select "Open with Adobe Reader".
 - the team's website (clearlakedebate.org) under Team Information -> Forms and Files
 - Your student's Canvas page
3. The first page is your standard Emergency Medical Information form. Please be as thorough as possible. At the bottom of the page where it asks for Parent/Guardian signature, please type the initials of the Parent/Guardian completing the form. If possible, please also email me a copy of your student's health insurance card (or include it in the Canvas upload) so I can keep it on file with the form.
4. The second page is the Parent/Student Handbook and By-Laws acknowledgement. The student as well as the parent should type their initials where it asks for signatures; the parent/guardian filling out these forms should also type their full name. This also is an acknowledgement of the syllabus.
5. The third page is the district-required Text Communication Authorization page. This form also allows me to communicate individually or in smaller groups via text message with your student only as necessary. Note: unless it is an emergency I will not be exchanging text messages with your students. Any electronic communication with students will be done via means such as email, Remind, or Naviance. The parent/guardian should again type their initials where it requests a signature.
6. The fourth page grants or denies permission for your student's name and/or picture to be used in official communication, including on the team's website, the team's Twitter, and by CCISD. Please click whichever box applies – either giving or denying permission. Then, type your student's name if it doesn't already appear, type your name if it doesn't already appear, and type the initials of the parent/guardian completing the form.
7. This required media release form from the Texas Forensic Association allows for recording at TFA-sanctioned events (i.e. tournaments). If the student's name is not already printed,

please type it in the box and have them initial where it says “student signature.” As the parent has on other pages, please print the parent’s name and type their initials as acknowledgement of this policy. Note: TFA rarely records anything student-related with the exception of at our State Competition.

8. Page six is a breakdown of the required fees for participating in CLHS Debate. This form is simply for your information and does not require any signature, etc.
9. Pages seven through seventeen are the required travel permission forms for the regular tournaments we currently have scheduled; special tournaments (such as out of town tournaments) are not included. Your student’s name should autofill on each, but if it does not please type their name on each page. Please also type the initials of the parent/guardian completing these forms into the indicated box at the bottom of each page. Important note: just like previous years, if you don’t believe your student will be attending all of these tournaments, it’s still vital they’re returned to me anyway. It’s much easier for me to disregard a form than it is to get a form to you and returned if things change at the last minute. Because a student cannot leave the school without one of these forms signed, it’s much better to have them just in case.
10. The final page, page eighteen, should have the name of the parent/guardian autofilled. If it doesn’t, please type it in the box. Once all of the information on the preceding pages has been completed, you will digitally sign the document by clicking on the box above “Digital Signature.” You should click “Sign” on the box that pops up which will allow you to save the filled out document. Once you’ve saved it, please have your student upload it to the assignment on ItsLearning asking for the form. If you would like me to also have a copy of the student’s insurance card on file, please send that in an email to rnessif@ccisd.net. That’s it! 😊