

**THIS MUST BE RETURNED ON OR BEFORE December 19, 2018**

**PUPIL ENROLLMENT INFORMATION FORM FOR 2019-2020  
BURRIS LABORATORY SCHOOL**

**PLEASE READ AND COMPLETE BOTH SIDES OF THIS FORM**

Please **print** the name(s) and grade(s) for your student(s) who are **presently** enrolled in Burris. Do **not** include current graduating seniors or other siblings not currently enrolled.

NAME OF STUDENT(S)	CURRENT GRADE
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ The student(s) listed above **will** attend Burris Laboratory School during the 2019-2020 school year.

\_\_\_\_\_ The student(s) listed above **will not** attend Burris Laboratory School during the 2019-2020 school year.

If not attending, please give reason: \_\_\_\_\_

**Signature required. Return by December 19, 2018**

Because Burris Laboratory School is an integral part of the Teachers College, it is often called upon to assist in the educational training and/or practicum experience required of Ball State University students in their respective course of study. We perceive these professional experiences to be of significant value to your child and our school.

When enrolling a child in Burris Laboratory School, each parent or guardian is agreeing to the following stipulations:

- My child may participate in approved and supervised research projects conducted by Burris faculty, other University faculty or Ball State University students.
- My child may participate in approved and supervised observation and educational experiences conducted in the various teacher education programs of the University.
- My child may participate in class sessions in which photographs or videotapes are taken. I understand that these videotapes or photographs may be used to illustrate educational practices in a variety of professional settings.
- My child may participate in individual testing conducted by a Ball State University student. I understand that the results of such testing and reports thereof will be used only for the education and training of the Ball State students and will not become a part of my child's school records.
- I further understand that information about my child will not be released to any person or agency outside Ball State University without my permission.
- I understand that Burris Laboratory School does not provide transportation for its students. I understand it is my responsibility to have my child arrive at school no earlier than 15 minutes before class begins (7:30 a.m. if eating breakfast in cafeteria) and picked up no later than 15 minutes after the class is dismissed.
- It is also understood that parents are required to meet financial obligations to Burris Laboratory School, the Indiana Academy, or Ball State University unless the fees are specifically covered by textbook or lunch assistance. Failure to pay any cost incurred as Burris student will result in the amounts due being submitted for collections to the Bursar's Office at Ball State University. This could result in legal action and additional collection costs.

Your signature assures that the above stipulations are understood and that the parent/guardian and student agree to these enrollment stipulations. Please type your electronic signature below or sign below and print out document.

**Note: By typing your name below in the signature section you are signing this form. This form will not be accepted without a parent's signature.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Telephone Number

***Please note: Your current student(s) will not be considered enrolled for 2019-2020 unless this form is returned by December 19, 2018. THIS FORM MUST BE RETURNED COMPLETED. We cannot take any other written or verbal statements from parents.***

You may drop off this completed form in the main office- room 132, email (BurrisOffice@bsu.edu) or mail it to:

Burris Laboratory School  
2201 W University Avenue  
Muncie, IN 47306

Thank you for your prompt attention to this request.

***Parents wishing to enter their child in the 2019-2020 sibling lottery must fill out an application by 4PM on January 24, 2019. The application can be found on the Burris website or click the link below:***

***<http://cms.bsu.edu/web/burris/admissions/regularadmission>***