



FINEGAYAN ELEMENTARY SCHOOL
'HOME OF THE FLYING FISH'

194 Chalan Kasperbauer Dededo, GU 96929

Tel: (671) 632-9361

School Email: fes@gdoe.net

School Website: <https://www.finelementary.weebly.com>

GUAM DEPARTMENT OF EDUCATION
STUDENT REGISTRATION PACKET



FINEGAYAN ELEMENTARY SCHOOL YEAR: _____

STUDENT NAME:

GRADE- HOMEROOM:

START DATE:

TEACHER:

CHAMORRO TEACHER:



Accredited by Accrediting Commission for Schools
Western Association of Schools and Colleges (WASC)

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NEW STUDENT REGISTRATION PACKET: SY _____

STUDENT NAME: _____
DATE OF BIRTH: _____ **GENDER (CIRCLE ONE):** MALE OR FEMALE
GRADE: (CIRCLE ONE) PRE-KINDER KINDER 1ST 2ND 3RD 4TH 5TH

**Note: ALL DOCUMENTS LISTED ARE REQUIRED PRIOR TO YOU CHILD BEING REGISTERED.
 ANY INCOMPLETE OR DOCUMENTS, REGISTRATION WILL NOT BE ACCEPTED.**

DOCUMENTS REQUIRED	SUBMITTED	PENDING	COMMENTS
CHILD'S BIRTH CERTIFICATE			
REGISTERING PARENT PHOTO ID			
GUARDIANSHIP APPOINTED: LEGAL COURT DOCUMENTS			
SCHOOL WITHDRAWAL TRANSCRIPTS			NAME OF PREVIOUS SCHOOL:
PHYSICAL EXAMINATION			
IMMUNIZATION SHOT RECORDS			
TB SKIN TEST WITH READING RESULTS			
HOME RESIDENCY: (1 OF 3 IS ACCEPTABLE) *VILLAGE MAYOR'S VERIFICATION OR *RENTAL-LEASE AGREEMENT OR *UTILITIES(GPA-GWA)			
FES REGISTRATION PACKET (COMPLETED-SIGNED-DATED)			

AFTER SCHOOL TRANSPORTATION: BUS AREA: _____
 BUS COLOR: _____

WALKER: ___ KASPERBAUER GATE ___ FERN TERRACE GATE

CAR RIDER: ___ NO PICKUP LATER THAN 3:15 PM (SIGN OUT STUDENT IN THE MAIN OFFICE)

FOR SCHOOL USE ONLY: DO NOT WRITE BELOW THIS LINE

REGISTRATION COMPLETED: YES NO PENDING: _____
REGISTRATION ACCEPTED BY: _____ **DATE:** _____
GDOE ENROLLMENT DATE: _____ **GRADE:** _____ **SY:** _____
HOMEROOM TEACHER: _____ **HOMEROOM:** _____
CHAMORRO TEACHER: _____ **HOMEROOM:** _____



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Office Use:
Register Date: _____
Gr: _____ HR: _____
Start Date: _____
Comments: _____

NEW STUDENT REGISTRATION INFORMATION

Entry Codes (Please circle one that applies):

E1 – Original Entry (New Kinder-New GDOE Student)	R5 – From another GDOE School – (Withdrawal or Expulsion)
R2 – From Another GDOE School (Check for School Below)	R6 – From the same GDOE School
R3 – From Non-Public School on Guam: _____	R8 – From Department of Youth Affairs (DYA)
R4 – From an Off-Island School: _____	

PRINT CLEARLY STUDENT INFORMATION

Student Name: _____

Date of Birth: _____ Place of Birth: _____ Gender: M or F Grade: _____

Home Address: _____

Mailing Address: _____

Telephone Numbers: Home _____ Cell _____ Work _____

.....
Child resides with: (Circle one that applies)

RELATIONSHIP TO CHILD

F – FATHER ONLY M – MOTHER ONLY P – BOTH PARENTS G – GUARDIAN(Legal Court Document)
GM – GRANDMOTHER GF – GRANDFATHER GP – BOTH GRANDPARENTS

Name(s) of Person Student resides with: _____

STUDENT PREVIOUS SCHOOL ATTENDED (CIRCLE SCHOOL NAME)

11 Agana Heights ES	26 Talofofo ES	55 Guam Adventist Academy	59 DODEA- Dept. Of Defense
12 Marcial Sablan ES	27 Tamuning ES	58 St. John School	_ Adacao ES
13 Upi ES	28 Wettengel ES	64 San Vicente Catholic	_ Liguán ES
15 BP Carbullido ES	29 HS Truman ES	65 Santa Barbara Catholic	_ Astumbo ES
16 Ordot – Chalan Pago ES	30 DL Perez ES	66 St. Anthony Catholic	_ Machananao ES
17 Maria Ulloa ES	31 LB Johnson ES	67 St. Frances Catholic	_ St. Paul Christian
19 Inarajan ES	32 Chief Brodie ES	69 Harvest Christian	_ ILearn Academy
20 Merizo ES	33 JM Guerrero ES	87 Cathedral Grade School	_ Guahan Academy
21 PC Lujan ES	34 JQ San Miguel ES	88 Evangelical Christian Academy	
23 Capt. H Price ES	36 Finegayan ES	89 Mainland Elementary	
24 JP Torres Alternative	37 MU Lujan ES	72 Philippines Elementary	
25 CL Taitano ES	52 Bishop Baumgartner		

Please circle where your home address is located at:

S10 RAMENTA SUBDIVISION – YIGO

Chalan Bada Chalan Fisinius Chalan Machette Chalan Gachai
Chalan Gachan Luchan Chalan R. A. Sablan Chalan Barreta Kattan
Kayon Matilde White Kayon Siongco Kayon Chachak Chalan Marrion

F10 SANTA ANA SUBDIVISION

Chalan Disipulu Chalan San Antonio Chalan San Anita Chalan San Juan
Chalan San Isidro Chalan San Roque Chalan Santa Maria Chalan Assi

S65 MACHANANAO SUBDIVISION

Marigold Loop Morning Glory Street Bouganvilla Street Sunflower Street
Snowball Street Gardenia Street Rose Street Dahlia Street

F16 MANIBUSAN AREA

Chalan Kareta Sportsland – Paintball Area 1 & 2 Delmar Condos
Chalan Ahi Chalan Latceru Chalan Yugu

F19 MUNOZ – CASTRO AREA

Chalan Castro Kayon Cocora Chalan Familian Flores Para Eso
Kayon Dalalai Munoz Street Chalan Famaguon Lucky Court

K40 FERN TERRACE

Mabolo Drive Galayan Drive Nanka Court Nanka Lane Mansana Lane Hikamas Lane

K31 FINEGAYAN – RIZAL AREA

Artero Drive Mepa Street Mabini Street Rizal Street Magsaysay Street Quezon Street

K55 MACHANAO-PEREZ SUBDIVISIONS

Chalan Lumasu Ch. Guagua Ch. Balako Ch. Ibang Ch. Batanga
Ch. Agatelang Ch. Ubas Ch. Bongbong Ch. Pakpak Ch. Bulik Ch. Tan Margarita
Ch. Pugua Matchena Kayon Cheop Kayon Tramohu Tupon-Ayuyu Biradan Sumak
Biradan Kahlao Tun Jose Cockfight Dome

K55 IRONWOOD ESTATES PHASE 1

Biradan Sali Biradan Pulattat Biradan Kakkak Biradan Chunge Biradan Fahange
Chalan Kurason Chalan Paluman Fache Chalan Paluman Manso Chalan Paluman Sinisia

IRONWOOD MANOR PHASE 2

Kayon Kafu Kayon Chogga Kayon Ifit Kayon Pahong Kayon Alageta Kayon Abas Chalan Gaogao

IRONWOOD GLEN PHASE 3

Kayen Fanihi Kayen Totot Kayen Dulili Chalan Doring Mendiola Chalan Kin Mendiola

S10 RAMENTA SUBDIVISION

Summer Homes Housing Chalan Puntan Lagu Apartment # _____



**Guam Department of Education
Student Registration Packet**

Ethnicity and Race Identification

Section 1: The following two (2) tables pertain to the student for statistical purposes.

Citizenship: (Circle one)

1	US Citizen	5	FSM Citizen
2	CNMI Citizen	6	Marshallese Citizen
3	Permanent Resident Alien (Green Card)	7	Belauan Citizen
4	I-20/Foreign Student/F-Visa	8	H-4 Visa

Ethnic Background: (Circle one)

A	Chamorro	G	Korean	P	Vietnamese
AR	Rota	H	Hawaiian	Q	Hispanic
AS	Saipan	I	Samoa	R	American Indian/ Alaskan Native
AT	Tinian	J	Kosraean	S	Indonesian
B	Filipino	K	Pohnpeian	T	Other Pacific Islander
C	White (Non-Hispanic)	L	Chuukese	U	Mixed
D	African American	M	Yapese		Other
E	Japanese	N	Marshallese		
F	Chinese	O	Belauan		

Race: (Circle one)

AM	American Indian or Alaskan Native (R)	AS	Asian (B) (E) (F) (G) (P) (S)
BL	Black or African American (D)	HI	Hispanic or Latino (Q)
HP	Native Hawaiian or Other Pacific Islander (A) (AR) (AS) (AT) (H) (I) (J) (K) (L) (M) (N) (O) (T)	MR	Other Ethnic/Mixed Categories (U)
WH	White (Non-Hispanic) (C)		

Section 2: The following information below pertains to the parent/guardian with whom the student is living with upon registration.

Federal Status: (Circle one)

A	Navy (Military)	H	Coast Guard (Civilian)	M	All Others
B	Navy (Civilian)	I	Marine Corps (Military)	N	Reserves (Inactive/PT)
C	Air Force (Military)	J	Marine Corps (Civilian)	O	National Guard (Inactive/Part-Time)
E	Army (Military)	K	Other Federal Agencies	P	Retried Military
F	Army (Civilian)	L	Student I-20	Q	Active Reserves/National Guard
G	Coast Guard (Military)				

Living Status: (Circle one)

1	Live and Work on Federal Property	3	Live on Federal Property Low Cost Housing
2	Work on Federal Property	4	None-Federally Connected

HOME LANGUAGE SURVEY (Please circle ONE that applies to the child):

1. What language did your child speak when he/she began to talk?

10 Chamorro 20 English 32 Ilocano 35 Tagalog 41 Mandarin 42 Cantonese
50 Korean 60 Vietnamese 71 Chuukese 73 Kosraean 75 Belauan 77 Yapese
80 Japanese 99 Other Languages _____

2. What language does your child most FREQUENTLY speak at home?

10 Chamorro 20 English 32 Ilocano 35 Tagalog 41 Mandarin 42 Cantonese
50 Korean 60 Vietnamese 71 Chuukese 73 Kosraean 75 Belauan 77 Yapese
80 Japanese 99 Other Languages _____

3. What language does your child speak FREQUENTLY to Friends?

10 Chamorro 20 English 32 Ilocano 35 Tagalog 41 Mandarin 42 Cantonese
50 Korean 60 Vietnamese 71 Chuukese 73 Kosraean 75 Belauan 77 Yapese
80 Japanese 99 Other Languages _____

4. What language do YOU speak most FREQUENTLY to your child?

10 Chamorro 20 English 32 Ilocano 35 Tagalog 41 Mandarin 42 Cantonese
50 Korean 60 Vietnamese 71 Chuukese 73 Kosraean 75 Belauan 77 Yapese
80 Japanese 99 Other Languages _____

5. What language do the ADULTS speak most FREQUENTLY in your home?

10 Chamorro 20 English 32 Ilocano 35 Tagalog 41 Mandarin 42 Cantonese
50 Korean 60 Vietnamese 71 Chuukese 73 Kosraean 75 Belauan 77 Yapese
80 Japanese 99 Other Languages _____

In Case of Emergency:

Please Contact: _____ **Relationship:** _____

Telephone Number: (Home) _____ (Work) _____ (Cell) _____

I certify that the above statements I have made in my child's Student School Registration Form are true and accurate.

Parent/Guardian Name (Print): _____

Parent/Guardian Name (Signature): _____ **Date:** _____



DEPARTMENT OF EDUCATION
EMERGENCY INFORMATION & HEALTH
FORM SY 20__ - 20__



Student: _____
Last First Middle Initial

School: FINEGAYAN ES.

Date of Birth: ___/___/___ Male Female Ethnicity: _____ Grade: _____ Rm: _____
Month Day Year

The information provided below will be used to update demographics on PowerSchool:

Father / Guardian:		Mother / Guardian:	
Mailing Address:		Mailing Address:	
Home Address:		Home Address:	
Place of Work:		Place of Work:	
Home Phone:	Work Phone:	Home Phone:	Work Phone:
Cell Phone:		Cell Phone:	
Email:		Email:	

Mode of Transportation:	Bus Rider	Car Rider	Walker
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It is required to provide an alternate contact name and number of an adult who can pick your child up from school if you cannot be contacted. All adults will be required to show photo identification when picking up your child. Students will be released ONLY to those listed below.

	Name	Relationship to Child	Home Phone	Work Phone	Cell Phone
1					
2					
3					
4					

In the event of a foodborne illness, DOE/DPHSS are authorized to obtain stool/vomit samples from the child in the interest of Public Health. Yes No

I give permission for the ambulance to transport my child to: GMH Naval Hospital GRMC in a medical emergency. Insurance: _____

In case of an Emergency, DOE Reserves the Right to release contact information to your child's bus driver or the Superintendent of Operations, Department of Public Works. _____ (Parent/Guardian Initial)

My child is able to participate in a regular PE class and physical activities: Yes No
If NO, a Health Care Provider's Note is required.

Parent/Guardian Print & Signature

Date



Basic Health Data

To be filled out by Parent / Guardian to effectively meet the health needs of your child at school.

Yes	No	COVID-19 RELATED INFORMATION
	—	<u>Wearing of Mask:</u> Is student able to <u>wear a mask/face covering</u> during the school day? If NO , kindly ensure that your Health Care Provider complete a mask exemption note and provide guidance on proposed accommodations to be safely implemented at school.
	—	<u>COVID-19</u> Did student ever test positive for COVID-19 ? If YES , when (mm/dd/year): _____
	—	<u>Vaccination</u> Did student receive COVID-19 Vaccination ? If YES , date of 1 st dose (mm/dd/year): _____ Date of 2 nd dose (mm/dd/year): _____

Yes	No	Complete Checklist below regarding your Child
		Rheumatic fever
		Diabetes
		Heart disease
		Skin problems Eczema Other: _____
		Seizures Date of last seizure: _____
		Hearing Problem Hearing Aid? Yes No
		Vision Problem Glasses Contact Lenses
		Asthma Inhaler Nebulizer Date of last asthma attack: _____
		Allergy to: Food Drugs Other, specify: _____
		Allergy to: Bee Sti Insect Type of reaction: _____
		Epipen: Yes No
		Current Medication(s): _____ Reason: _____
		Other Serious Illness or Injury: _____
		Other Behavioral or Mental Health Concerns: _____

(Please Draw a Map to your Residence)

List the names of all your children who are attending this school from the oldest to the youngest.

Child's Name	Grade





Department of Education
**PHYSICAL EXAM FORM
 ELEMENTARY**



School: FINEGAYAN ELEMENTARY

Student:		DOB:	
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Grade:	HR:
Home Address:			
Father/Guardian:		Mother/Guardian:	
Place of work:		Place of work:	
Phone: Home:	Work:	Phone: Home:	Work:
Cell:		Cell:	
Email:		Email:	

**PART I:
 IMMUNIZATION AND TB STATUS**

A copy of the Official Immunization Record must be attached. Record must indicate the specific immunizations and results of a TB Skin Test and date on which they were received. Please refer to Board Policy 337 or SOP 1200-020.

THIS PORTION TO BE COMPLETED BY PARENTS (before appointment):

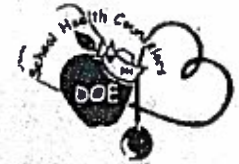
HEALTH HISTORY (Please indicate age and/or year on past and current medical conditions):

1.	Anemia		9.	Heart Disease	
2.	Asthma		10.	Hernia	
3.	Chickenpox		11.	Mumps	
4.	Convulsions/Seizure		12.	Rheumatic Fever	
5.	Diabetes		13.	Skin Disorder	
6.	Measles		14.	Tuberculosis	
7.	Hay Fever		15.	Vision	
8.	Hearing		16.	Other	

Please complete and provide additional information at the back:

17.	Head Injuries:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Year:	Results:
18.	Previous hospitalization:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Year:	Results:
19.	Allergies: <input type="checkbox"/> Yes <input type="checkbox"/> No (please list): Any specific reaction(s):			
20.	Currently taking medication: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Name of medication(s):			
	Reason/Diagnosis:			
21.	Special medical needs:	<input type="checkbox"/> Yes <input type="checkbox"/> No (specify):		
22.	Disability:	<input type="checkbox"/> Yes <input type="checkbox"/> No (specify):		
23.	Prosthesis:	<input type="checkbox"/> Yes <input type="checkbox"/> No (specify):		
24.	Glasses:	<input type="checkbox"/> Yes <input type="checkbox"/> No (specify):		
25.	Hearing Aid:	<input type="checkbox"/> Yes <input type="checkbox"/> No (specify):		
26.	Has the student ever stopped exercising because of dizziness or passing out during exercise? <input type="checkbox"/> Yes <input type="checkbox"/> No			
27.	Does the student have asthma (wheezing), hay fever or coughing spells after exercise? <input type="checkbox"/> Yes <input type="checkbox"/> No			
28.	Has the student ever had a broken bone, had to wear a cast, or had an injury to any joint? <input type="checkbox"/> Yes <input type="checkbox"/> No			
29.	Does the student have a history of concussion (getting knocked out)? <input type="checkbox"/> Yes <input type="checkbox"/> No			





**PART II:
PHYSICAL EXAMINATION (TO BE COMPLETED BY HEALTH CARE PRACTITIONER):**

T-P-R-BP: _____ / _____ / _____ / _____

Height: _____ Vision: Right 20/____ Corrected. Yes No Hearing: Right _____

Weight: _____ BMI: _____ Left 20/____ Contacts: Yes No Left _____

Complete Each Item Below	Normal		Describe Findings if Abnormal or Reason for not Examining
	Yes	No	
General appearance			
Skin			
Hair			
Nails			
Eyes: External (Pupil/Cornea)			
Optic Fundus			
Auditory Acuity			
Muscle Balance			
Ears: External			
Auditory Acuity			
Tympanic Membrane			
Nose			
Mouth			
Pharynx			
Larynx			
Speech			
Teeth/Gums			
Neck/Lymph/larynx			
Cardiovascular			
Respiratory			
Gastro Intestinal			
Genital-Urinary			
Muscular Skeletal			
Scoliosis Screening			
Neurological Impressions			
Nutritional Status			
Behavior during Examination			
Other			

PART III: LABORATORY TESTING (If Required)

Hemoglobin: _____ Date: _____ Hematocrit: _____ Date: _____
 Other Test: _____ Result: _____ Date: _____

This child is physically fit to participate in physical education and/or athletic events and related activities.
 Yes No

Diagnosis/Findings	Treatment	Follow up plan

Name of Health Care Provider (Print) _____ Signature _____ Date _____

Clinic Name & Phone Number _____

Department of Education
HOME LANGUAGE SURVEY
School: FINEGAYAN ELEMENTARY SCHOOL

54: _____

Student's Name			Date of Birth	Grade
Last	First	MI		

Federal Law and Guam Education Policy Board/Guam Department of Education Policy requires schools to determine the language(s) spoken at home by each student. This information is essential in order to provide meaningful instruction for all students. Your cooperation in helping us meet this important requirement is requested. Thank you for your help.

Please circle one for each question.

1. Which language did your son or daughter speak when he or she first began to talk?

10 Chamorro	39 Other Filipino Lang.	60 Vietnamese	75 Palauan
20 English	41 Mandarin	70 Carolinian	76 Pohnpeian
32 Ilocano	42 Cantonese	71 Chuukese	77 Yapese
35 Tagalog	45 Other Chinese Lang.	73 Kosrean	80 Japanese
37 Visayan	50 Korean	74 Marshallese	99 Other Lang.: _____

2. What language does your son or daughter most frequently speak at home?

10 Chamorro	39 Other Filipino Lang.	60 Vietnamese	75 Palauan
20 English	41 Mandarin	70 Carolinian	76 Pohnpeian
32 Ilocano	42 Cantonese	71 Chuukese	77 Yapese
35 Tagalog	45 Other Chinese Lang.	73 Kosrean	80 Japanese
37 Visayan	50 Korean	74 Marshallese	99 Other Lang.: _____

3. What language does your son or daughter most frequently with friends?

10 Chamorro	39 Other Filipino Lang.	60 Vietnamese	75 Palauan
20 English	41 Mandarin	70 Carolinian	76 Pohnpeian
32 Ilocano	42 Cantonese	71 Chuukese	77 Yapese
35 Tagalog	45 Other Chinese Lang.	73 Kosrean	80 Japanese
37 Visayan	50 Korean	74 Marshallese	99 Other Lang.: _____

4. What language do you use most frequently to speak to your son or daughter?

10 Chamorro	39 Other Filipino Lang.	60 Vietnamese	75 Palauan
20 English	41 Mandarin	70 Carolinian	76 Pohnpeian
32 Ilocano	42 Cantonese	71 Chuukese	77 Yapese
35 Tagalog	45 Other Chinese Lang.	73 Kosrean	80 Japanese
37 Visayan	50 Korean	74 Marshallese	99 Other Lang.: _____

5. Name the language(s) most often spoken by the adults at home?

10 Chamorro	39 Other Filipino Lang.	60 Vietnamese	75 Palauan
20 English	41 Mandarin	70 Carolinian	76 Pohnpeian
32 Ilocano	42 Cantonese	71 Chuukese	77 Yapese
35 Tagalog	45 Other Chinese Lang.	73 Kosrean	80 Japanese
37 Visayan	50 Korean	74 Marshallese	99 Other Lang.: _____

Signature of Parent or Guardian
Guam ESL Procedural Manual

Attach to PEP Form in cumulative folder

Date
(revised 03-12)



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FINEGAYAN ELEMENTARY SCHOOL PROCEDURES SY: _____

STUDENT NAME:	GRADE	HOMEROOM	TEACHER NAME:
PARENT /GUARDIAN NAME:	PHONE (HOME)	(WORK PHONE)	(CELL PHONE)

PLEASE READ AND INITIAL BY EACH PROCEDURE TO INDICATE THAT YOU HAVE READ AND UNDERSTAND OUR POLICY

___ 1. SCHOOL CAMPUS GATES WILL OPEN AT 7:30 AM.

STUDENTS WILL NOT BE ALLOWED ON FINEGAYAN ELEMENTARY SCHOOL CAMPUS BEFORE THIS TIME.

___ 2. FINEGAYAN ELEMENTARY IS A CLOSED CAMPUS.

ALL VISITORS MUST SIGN IN, UNDERGO TEMPERATURE AND HEALTH SCREENING, PROVIDE PROPER IDENTIFICATION AND STATE THE REASON FOR THE VISIT TO THE SCHOOL. WEARING OF FACE MASKS IS MANDATORY.

DURING THE COVID PANDEMIC, NO VISITORS WILL BE ALLOWED IN THE CLASSROOMS.

NOTE: ANY PERSON FOUND ON CAMPUS WITHOUT PERMISSION OF SCHOOL PERSONNEL SHALL BE GUILTY OF A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT NOT EXCEEDING THIRTY (30) DAYS OR A FINE OF THREE HUNDRED (\$300.00) DOLLARS OR BOTH. (GCA SECTION 11503).

___ 3. IF IT BECOMES NECESSARY TO CHANGE YOUR CHILD'S TRANSPORTATION AFTER SCHOOL.

A WRITTEN DOCUMENT BY THE PARENT / GUARDIAN MUST BE PROVIDED TO YOUR CHILD'S TEACHER.

NOTE: PLEASE KNOW THAT NO PHONE CALLS IN REGARDS TO THIS WILL BE ACCEPTED FOR SAFETY PURPOSES.

___ 4. IF YOUR CHILD IS ASSIGNED ANY SCHOOL EQUIPMENT, CLASSROOM TEXTBOOK, LIBRARY BOOKS.

IT IS ENCOURAGED TO PROPERLY USE SUCH ITEMS FOR SCHOOL RELATED PURPOSES.

ANY DAMAGED SCHOOL GIVEN EQUIPMENT WILL BE THE RESPONSIBILITY OF THE PARENT/GUARDIAN.

___ 5. IN-CLASS PARTIES OR OUTSIDE FOODS FOR BIRTHDAYS, HOLIDAYS CELEBRATIONS IS NOT ALLOWED.

___ 6. IF YOUR PERSONAL INFORMATION (HOME ADDRESS, PHONE NUMBERS, AUTHORIZED PERSONS) HAS CHANGED, IT IS THE PARENT/GUARDIAN RESPONSIBILITY TO PROVIDE THE SCHOOL WITH UPDATED INFORMATION.

THE SAFETY OF YOUR CHILD DEPENDS ON HOW QUICKLY WE CAN CONTACT AND COMMUNICATE WITH YOU.

NOTE: IF NECESSARY THE SCHOOL ADMINISTRATION WILL USE UR SCHOOL OUTREACH SOCIAL WORKERS TO LOCATE PARENTS/GUARDIANS WHEN NEEDED.

___ 7. ANY STUDENT REQUEST FOR WITHDRAWALS (TRANSFER TO ANOTHER SCHOOL, OFF ISLAND)

PREPARATIONS WILL BE 2 TO 3 SCHOOL DAYS AFTER THE REQUEST.

FORMS CAN BE FOUND ON OUR SCHOOL WEBSITE.

___ 8. ANY OFF-ISLAND /PRE-ARRANGED REQUESTS MUST BE ACCOMPANIED WITH AN ITIERNARY TICKET

WITH THE CHILD'S NAME. (FORMS ARE AVAILABLE IN THE MAIN OFFICE).

___ 9. UNIFORM POLICY: BOARD POLICY 401, THE POLICY STATES ALL GDOE STUDENTS MUST WEAR PROPER

SCHOOL UNIFORMS AT ALL TIME DURING SCHOOL DAYS AND ANY OTHER SCHOOL RELATED ACTIVITIES.

GUAM EDUCATION BOARD MAY WAIVE BP 401.

___ 10. BOARD POLICY 409: PROHIBITING HARASSMENT, INTIMIDATION, BULLYING, CYBER-BULLING, SEXTING, SEXUAL

HARASSMENT. STUDENTS/PARENTS SHALL IMMEDIATELY REPORT ANY INCIDENTS TO THE SCHOOL.

EACH STUDENT SHALL ADHERE TO THE BEHAVIOR EXPECTATIONS OF FINEGAYAN ELEMENTARY SCHOOL



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STUDENT MEDIA RELEASE CONSENT FORM SY:

Finegayan Elementary school will be reporting newsworthy events by film, photography, audiotape, or videotape student's name, image, students work and performance to display, publish or distribute these for the purpose of publishing on the school approved websites, school bulletin or on social media sites for broadcasting online, television or radio as determined by the school.

External media organizations may attend school events and may record, film, photograph, audiotape, student's name, image, student work and performance for the purpose of being published or broadcast online, on television or radio.

We respectfully request your permission to use such picture/video. If however, you do not feel comfortable granting this permission, we will respect your privacy.

Please check one option below and sign and date below:

I Do allow Finegayan Elementary school to release my child's name, photograph and /or work to be used as described above.

I Do NOT allow Finegayan Elementary school to release my child's name, photograph and /or work to be used as described above.

STUDENT NAME:	
PARENT/GUARDIAN NAME: (PRINT)	
PARENT/GUARDIAN: (SIGNATURE)	
TELEPHONE NUMBER:	
DATE:	

DOE VISION: "Every Student: Responsible, Respectful and Ready for Life"

FINEGAYAN ELEMENTARY SCHOOL MISSION:

To prepare all students to succeed in meeting the challenges in an ever-changing global society.

FINEGATAN ES.

Descriptor Term:

Descriptor Code:
401

Issued Date:
12/07/11

UNIFORM POLICY

Rescind:

Issued:

BOARD POLICY

INTRODUCTION: In keeping with the Department of Education's Vision Statement of Preparing all Students for life, Promoting Excellent and Providing Support and Board Policy 300 (the Board's Instructional Philosophy), the Board recognizes that school uniforms enhances the learning environment. Therefore, schools may adopt a uniform policy consistent with the District standard operating procedure, to include appropriate physical education attire that is supported and embraced by the school community.

The intent of this policy is to promote the following: improve student behavior, promote appropriate attire, promote unity and pride, promote safety and security of all school personnel, minimize and or eliminate any socio-economic distinction, and promote an environment, free of harassment.

EXEMPTION PROVISION: There shall be a standard exemption provision in all mandatory School Uniform Policies. The Board recognized that parents or guardians of school students, including students who are 18 years or older, have the rights to request for an exemption. However, exemptions will depend on the principal's sound judgment that a request is consistent with the mental, physical and educational wellbeing of the student.

- **MEDICAL REASONS:** Examples of medical reasons include, but not limited to, allergic reaction to material, pregnancy, and other physical limitations preventing the wearing of the school uniform. Request for medical exemptions must be accompanied by a Doctor's certification.

SCHOOL-WIDE EXEMPTIONS: General dress-down may be approved by the school principal if the activity promotes a sound educational purpose. Fundraising opportunities shall be at the discretion of the individual school consistent with Board Policies. Student Participation in dress down fundraising activities shall be optional.

SCHOOL UNIFORM IMPLEMENTATION GUIDELINES: The following guidelines have been established to assist Public Schools in their quest to incorporate school uniforms within their Programs:

- By having parents involved and conducting periodic surveys.
- Determine whether to have a voluntary or mandatory school uniform policy
- Assist families that need financial help
- Treat school uniforms as part of the overall safety program
- No hats or Bandanas are to be worn on any school campus

Students are not to be penalized for not wearing vendor specific pants/shorts/skorts provided as the pants are generally the same color as what is required, it is sufficient. Students who are not in school uniform will be subject to conferences, parental conferences, and work details. Students are NOT to be suspended because of uniform violations.

Students may wear any color undershirt (unless there is a reason to believe the color is gang affiliated) as long as there is no obscene language or pictures on the shirt. No long sleeve undershirts are to be worn at any time. Undershirts must always be tucked in.

Students are not allowed to wear revealing clothes, blouses, spaghetti straps, and high heels. For safety reasons, no open toe shoes are allowed.

Schools may apply additional restrictions as per BP 400 to meet the mission of their school uniform policy.

Superintendent shall review and revise Standard Operating Procedures for the implementation of the School Uniform Policy within 60 days of the adoption of this Board Policy.

ADOPTED: Board of Education 03/08/03

AMENDED: 08/24/05



Student Name (Please Print)

Grade

Room# - Teacher

Date

Parent/ Guardian Name (Please Print)

Date

Parent/ Guardian Signature

Telephone



**DEPARTMENT OF EDUCATION
OFFICE OF THE ADMINISTRATOR
STUDENT SUPPORT SERVICES DIVISION**

500 Mariner Ave., Barrigada, Guam 96913
Telephone: (671) 475-0504 or 300-1623/1624
Email: cjanderson@gdoe.net



JON J. P. FERNANDEZ
Superintendent of Education

CHRISTOPHER J. ANDERSON
Administrator

FINEGANAN ES.

Notice to Parent or Guardian

Title 17 Guam Code Annotated (Education) states in part:

§ 6102. Duty to Send Children to School.

Any parent, guardian or other person having control or charge of any child who is at least five (5) years of age and has not reached the age eighteen (18) years, not exempted under the provisions of this Article, shall send the child to a public or private full-time day school for the full-time of which such schools are in session, except that the starting date of school for children five (5) years of age shall be determined by the provisions of §6103 and 6107 of this Article. The Superintendent is authorized to establish attendance areas. Any parent, guardian or other person having control or charge of any such child who is at least five (5) years of age, and has not reached the age eighteen (18) years, who fails to comply with the provisions of this Section, *unless* excused or exempted therefrom, is guilty of a violation for the first offense, and subject to perform one hundred (100) hours of community service at the school of the student. For each subsequent offense, the person is guilty of a petty misdemeanor.

§ 6401, (c) Truant.

"Truant" means a pupil found to be absent from school without a bona fide excuse from a parent.

§ 6402. Habitual Truant.

A pupil is a habitual truant if the pupil has incurred twelve (12) or more unexcused absences in a school year, and is of compulsory attendance age. If any pupil is a habitual truant, the principal of the pupils school shall request the Superintendent to file a petition concerning such habitual truant in the Family Court of Guam.

§ 6403. Attendance Officer.

The Superintendent *shall* appoint employees of the Department of Education, as Attendance Officers. The Attendance Officers, any peace officers, principal, or dean may take into custody during school hours without warrant, any truant found away from the truant's home and who has been reported truant. For the purposes of Title 10 GCA, Chapter 55, §55102, Attendance Officers are *not* classified as public safety and law enforcement officers.

ACKNOWLEDGEMENT RECEIPT:

Signature of Parent/Legal Guardian _____

Attendance Officer
Student Support Services

Date

Descriptor Term:	Description Code	Issued Date:
	726—Fiscal Management (GDOE Employees)	June 30, 2014
	Rescinds:	Issued:

EDUCATION TECHNOLOGY USE POLICY

BOARD POLICY:

The primary purpose of the Guam Department of Education (GDOE, District) communication network is to support and enhance teaching and learning to prepare all students for success in lifelong learning.

All GDOE employees shall use the District's technology (network, telecommunications, video, hardware, and software) in a responsible efficient, ethical and legal manner in accordance with the vision of the District, local and federal laws, regulations, and restrictions, Guam Education Board (GEB) policies, and other applicable mandates. The use of the District's educational technology (not limited to Internet, telecommunications, hardware and software) is a privilege, which may be revoked for inappropriate behavior. Users are responsible for understanding the policy and guidelines as conditions for use. Educators and school personnel are accountable to teach and use technology responsibly.

GDOE's Education Technology Policy shall include established rules and regulations for all users accessing the GDOE network. Use of the District's technology that is inconsistent with this policy may result in the loss of access, legal action, and disciplinary action up to and including termination of employment.

Internet service shall be filtered and used in compliance with the Children's Internet Protection Policy (CIPA) and other relevant regulations of the Federal Communications Commission. GDOE blocks or filters content over the Internet that the District considers inappropriate for students. This includes pornography, obscene material, and other material that may be harmful to students. GDOE may also block or filter other content deemed to be inappropriate, lacking educational related content, social media with inappropriate content, or that pose a threat to the GDOE network.

The Superintendent shall establish rules and regulations in adherence to this policy which must be included in the GDOE Personnel Rules and Regulations. In order to use the District's technology, employees must sign the approved Educational Technology Standards of Operations and Technology User Agreement (form) contained in the Appendix. The User Agreement has incorporated the following guidelines:

I. ACCEPTABLE EDUCATIONAL TECHNOLOGY USE GUIDELINE

- A. Teachers and other school support instructional staff will be trained on and exposed to the appropriate use of the Internet, video, telecommunications and other educational technology with students, to monitor their use, and intervene if the resource is not being used appropriately.

Board Policy 726 Education Technology Use (Employees)

- B. GDOE employees shall practice appropriate and safe online behavior, including interaction with other individuals on social networking websites, in chat rooms, and are prohibited from cyber bullying. School principals and division heads shall provide professional development to make employees aware of appropriate practices.
- C. GDOE employees must sign the Technology User Agreement form before they are allowed to access the GDOE network.
- D. The school principal, division head or worksite administrator is responsible for maintaining the signed Technology User Agreement forms for all employees at the respective school or work site. The signed form shall be available upon the request by the District.
- E. All devices accessing the GDOE network shall be subject to random monitoring. GDOE shall monitor users' online activities and reserves the right to access, review, copy, store, and/or delete any electronic communication or files.
- F. All use of the Internet must be in support of work, educational and research objectives consistent with the mission and objectives of GDOE.
- G. Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate and therefore restricted. Extreme caution must always be taken in revealing any information of a personal nature.
- H. Network accounts are to be used only for its intended purpose and only by the authorized owner and user.
- I. All communications and information accessible via the network should not be assumed to be private property.
- J. The school principal or worksite administrator must approve creation of or subscription to blogs, wikis or other online communities. Prior administrative approval for such subscriptions is required for faculty and staff.
- K. Subscriptions will be monitored and maintained, and files will be deleted from the personal fileserver mail directories to avoid excessive use of fileserver hard-disk space.
- L. As a user of GDOE network/communications services, the user must be polite and exhibit exemplary behavior on the network or telephone.
- M. The Superintendent will periodically review and make determinations on whether specific uses of the network are consistent with the acceptable use and practice and report back to the GEB. This Policy will be reviewed and updated at least once every three years per GEBP # 120.3 as well as in conjunction with the District's technology plan in order to insure consistency,

II. UNACCEPTABLE USES OF GDOE TECHNOLOGY

- A. Transmitting (sending) any material in violation of any local or federal law (e.g., copyright materials).
- B. Using, posting or distributing profane, lewd, threatening, bullying, or abusive language in email messages, material posted on web pages or social media sites.
- C. Accessing, posting, or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statement about others.
- D. Vandalizing equipment or software to include damaging computers and disrupting the operation of the network or telephone services.
- E. Using GDOE network services or telephones for personal financial gain,

- commercial activity or illegal activity.
- F. Giving out personal information about another person, including home addresses or personal phone numbers.
- G. Using the network for commercial advertisement or political lobbying.
- H. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the network.
- I. Using the network to disrupt the use of the network by others.
- J. Destroying, modifying, or abusing hardware and/or software.
- K. Maliciously using the network to develop programs that harass other users or infiltrating a computer or computing system and/or damaging software components of a computer or computing system.
- L. Sending hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors on the network.
- M. Installing unauthorized software, including shareware and freeware, for use on GDOE (school and administrative) computers.
- N. Using the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the network.
- O. Using any website, application, or methods to bypass GDOE's network content filtering device.
- P. Downloading entertainment software/files (videos, music and non-instruction games) or other files not related to the mission and objectives of the Guam Department of Education.
- Q. Using for entertainment software/files (videos, music and non-instruction games) or other files not related to the mission and objectives of the Guam Department of Education.
- R. Gaming not approved by the school principal or worksite administrator.
- S. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), without the authorization of the school principal, worksite administrator or the GDOE E-rate Compliance Officer.
- T. Other unacceptable use of the network.

III. GDOE WIRELESS NETWORK ACCESS

GDOE believes that providing network access for employees' personal electronic devices will enhance their educational and work experience by expanding access to the resources provided by the Internet. For this reason, GDOE has set up a wireless network. Prior to employees accessing the network, the signed Education Technology Acceptable Use and Wireless Network Use forms *must* be on file.

- A. *Acceptable Devices*: Employees may access the GDOE wireless network with any device with 802.11 connectivity. Employees may only access the network with devices that are their own personal property.
- B. *Content*: Filtered access to the Internet will be provided for employee owned devices as well as access to any district provided web-based applications that would normally be accessible to from home.

Board Policy 726 Education Technology Use (Employees)

- C. *Personal Responsibility.* The District assumes no responsibility for the loss of, theft of, or damage to any personal device that an employee connects to the GDOE wireless network or any information on that device.
- D. *Security.* Employees shall not impair the security of the GDOE network. This expectation includes but is not limited to:
 - 1. Employees are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the GDOE wireless network. Devices without up to date security programs may be denied access to the network.
 - 2. Employees are expected to safeguard all network passwords. Employees should not share network passwords with others and should change passwords frequently. Employees are expected to notify their supervisor or an administrator immediately if they believe their account has been compromised.
 - 3. Employees are expected to log onto the GDOE wireless network only with their account and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
- E. *No Technical Support.* Employees are responsible for setting up and maintaining the devices that they connect to the network. The District will not provide technical support for employee owned devices.
- F. *Authorized Use.* Employees may use the GDOE wireless network during work hours for work related activities.
- G. *Inappropriate Use.* The GDOE network is a shared and limited resource and all users have an obligation to use that resource responsibly. Employees are provided access to the GDOE wireless network primarily for work purposes. Incidental personal use of the network is acceptable, but employees should not use the network for personal activities that consume significant network bandwidth or for activities that violate school or work policy or local law. These include but are not limited to:
 - 1. Online gaming (e.g., World of Warcraft) unless approved as a curricular resource.
 - 2. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
 - 3. Conducting any activity that is in violation of school policy or local, state or federal law.
 - 4. Participating in political activities not sanctioned/approved by administrators.
 - 5. Conducting for-profit business.
 - 6. Using hacking tools on the network or intentionally introducing malicious code into the District's network.
 - 7. Using any software or proxy service to obscure either the employee's IP address or the sites that the employee visits.
 - 8. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.

9. Accessing or attempting to access material or systems on the network that the employee is not authorized to access.
- H. *No Expectation of Privacy.* The District can and GDOE will monitor Internet access and activity on the District's network, including but not limited to sites visited, content viewed and email sent and received. The District may examine an employee's personal device and search its contents if there is a reason to believe that school or work policies, regulations, or guidelines regarding access to the network or use of the device have been violated.
- I. *Disruptive Activity.* Employees should not intentionally interfere with the performance of the GDOE wireless network and the District's overall network.
- J. *Unauthorized Networks.* Employees may not create unauthorized wireless networks to access GDOE's wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
- K. *No Use of Wired Networks.* Employees may use only the GDOE wireless network for personal devices. They may attach personal devices to the GDOE wired network with prior approval of the Data Processing Manager.
- L. *Consequences of Inappropriate Use.* Employees who misuse GDOE's wireless network will be subject to discipline which may include loss of access to wireless or all Internet access and/or other appropriate disciplinary or legal action in accordance with the GDOE Personnel Rules and Regulations and applicable laws.

IV. EMAIL USE GUIDELINES

- A. The GDOE provides electronic mail to employees to enable them to communicate effectively and efficiently with other staff members, government officials, companies, and partner organizations.
- B. If you are in any doubt about an issue affecting the use of electronic mail, you should consult your school principal, division head, or worksite supervisor.
- C. Check electronic mail daily.
- D. Include an address line before sending a message.
- E. Include subject line in your message.
- F. Perform housekeeping duties by deleting electronic mail messages when they are no longer needed.
- G. Respect the legal protections to data and software provided by copyrights and licenses.

V. UNACCEPTABLE EMAIL USE GUIDELINES

- A. Printing electronic mail messages unless absolutely necessary.
- B. Forwarding electronic mail messages sent to you personally to others, particularly news groups or mailing lists, without the permission of the originator.
- C. Using electronic mail for personal purposes.
- D. Sending excessively large electronic mail messages or attachments without administrative approval.
- E. Sending unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to multiple people.

Board Policy 726 Education Technology Use (Employees)

- F. Participating in chain mail or pyramid email or similar schemes.
- G. Representing one's self as another person.
- H. Using electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.

VI. OTHER EDUCATIONAL AND TELECOMMUNICATIONS/NETWORK USE GUIDELINES

- A. All District users will abide with the intent of this policy.
- B. All users will be responsible to the school site or worksite administrator or appropriate designee for the purpose of this policy.
- C. All messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- D. This policy is related to Board Policies on CIPA, 379, and 836.
- E. GDOE cannot be held accountable for the information that is retrieved via the network.
- F. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages.
- G. GDOE will not be responsible for any damages users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user's risk.
- H. GDOE makes no warranty/warranties with respect to:
 - 1. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - 2. Costs, liabilities, or damages caused by the way the user choose to use his or her access to the network.
 - 3. GDOE reserves the right to change its policies regulations and guidelines at any time.
- I. All email activity may be monitored.
- J. All email and external content may be scanned/monitored by the networks system administrator for offensive material.

Adopted by the second Guam Education Policy Board 11-3-06.

Amended by the 6th Guam Education Board on 06-30-14.



Accredited by Accrediting Commission for Schools
Western Association of Schools and Colleges (WASC)

FINEGAYAN ELEMENTARY SCHOOL

194 Chalan Kasperbauer Dededo, GU 96929

501 Mariner Avenue Barrigada, GU 96913

Tel: (671) 632-9361

School Website: <https://www.finelementary.weebly.com>

School Email: fes@gdoe.net



EDUCATION TECHNOLOGY USE POLICY-USER AGREEMENT

I have read, understand, and will follow Guam Education Board Policy 379, Education Technology use Policy when using computers and other electronic resources owned, leased, or operated by the Guam Department of Education and/or personal devices accessing the GDOE network. I further understand that any violation of the policy that is legal, prohibited, immoral and/or unethical may result in disciplinary actions up to and including suspension or expulsion, access privileges revoked, and/or appropriate legal actions.

STUDENT NAME	GRADE	TEACHER-ROOM	DATE

NOTE: PARENTS/GUARDIAN, PLEASE GO OVER THE INTERNET RULES WITH YOUR CHILD/REN.

EDUCATION TECHNOLOGY USE POLICY –PARENT/GUARDIAN AGREEMENT

NOTE: Student youths as defined under the Federal Guidelines-are students' youths twenty-one (21) years of age and under.

As Parent/Guardian of _____, I have read the Guam Board of Education Policy 379 Education Technology Use Policy. I understand that this access is designed for educational purposes. Finegayan Elementary School has taken responsible steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Finegayan Elementary School responsible for materials acquired on the network. I hereby give permission for my child to use network resources, including the internet that is available through the Guam Department of Education.

Parent/Guardian Name(Print):	Date:
Parent/Guardian Signature:	Telephone Number:

DOE VISION: "Every Student: Responsible, Respectful and Ready for Life"

FINEGAYAN ELEMENTARY SCHOOL MISSION:

To prepare all students to succeed in meeting the challenges in an ever-changing global society.



Accredited by Accrediting Commission for Schools
Western Association of Schools and Colleges (WASC)

FINEGAYAN ELEMENTARY SCHOOL

194 Chalan Kasperbauer Dededo, GU 96929

Tel: (671) 632-9361

School Email: fes@gdoe.net

School Website: <https://www.finelementary.weebly.com>



STUDENT ACADEMIC-HEALTH RECORD REQUEST

Date: _____

School Name: _____

School Address: _____

Subject: Requesting for Student Academic-Health Records

This is a written request for the GDOE Official Student Records for:

Student Name:
Date of Birth:
Home Address:
Parent Name:

The Student above has been registered to attend Finegayan ES for SY: _____

Please send student's school Transcripts, Cumulative Health, Test Results, and any other important documents which will assist the student's placement at our school.

Should you have any questions or need more information regarding any school related matters, you may call our office at (671)632-9361 or email our school at fes@gdoe.net

Thank you and Have a great day.

School, Registrar, Finegayan ES

