

# Household Information Collection Form

(Each family needs to complete and return this form. This form can be done in one of two ways indicated below.)

## Prefilled Form in FRED Instructions

In order to use the prefilled form, you must have the correct "household size" filled in.

Household size should include:

- any adults living within the home
- any biological or adopted children, and any children being cared for through kinship care.
- the household size should **not** include foster children.

To print the prefilled forms from FRED (after the household size is correctly entered) go to View/parent accounts. If the household information is still required for the family, there will be a link that says "HH Info" after the parents' name. Click that link and an appropriate form will be printed.

Please do not use a prefilled form if the family size is incorrect, but print and use a blank form, instead (see next section below).

## Blank Form in FRED Instructions

Always have blank forms available at learning record meetings in case there has been a change in household size that you were not aware of or the household size listed in FRED is not accurate.

To print a blank HH form, go to View/parent accounts. Select the button at the top that says "Blank HH Info Form". If you must use this form, be sure that the parent chooses the appropriate square to answer the income questions, based on their present household size.

## Complete the form at the Learning Record Meeting

The parent should be asked to complete the form and return it to you at your next learning record meeting. Since the information is confidential, please give the parent the form and a plain white envelope. Have them return the envelope with the form to you on that same visit day. ESs then mail in all the completed forms in one large (portfolio sized) envelope to IEM, 1166 Broadway, Ste. Q, Placerville, CA. 95667. Due to the office by the end of October—mail as early as possible!

## Plan B if needed

If you have a parent who refuses to give you the envelope with their confidential info, then give them the address for mailing it in themselves, asking them to do it ASAP.

If you have a parent who refused to complete the form, then let them know this will affect our API and AYP scores, and may not allow us to be compared with truly comparable schools, and then may affect our school longevity and charter renewal. Encourage them to complete the form if at all possible.

Let the parent know you will never see their confidential information, and the office protects it as well.