

Instructions for completing the Teenage Parent Program-Supplemental Information Form: New Students

1. Complete the entire form.
2. Check New in the box in the upper right-hand corner of the page.
3. If both parents are enrolled in the program, complete only one form per family unit to avoid duplicating the entry.
4. Provide Social Security number if available; if not, use Student Identification number.
5. Use one form per Provider. However, if children from the same parent are enrolled at different Providers use multiple forms.
6. Check all boxes that apply to Race. This will address any bi-racial parents and their child(ren).
7. School district employee completing form provides contact information.
8. **Submit form to local Coalition or designee for entry in the Enhanced Field System prior to date identified.**

Student Update

1. Complete new form.
2. Check Update in the box in the upper right-hand corner.
3. If both parents are enrolled in the program, complete only one form per family unit to avoid duplicating the entry.
4. Provide Social Security number if available; if not, use Student Identification number.
5. Use one form per Provider. However, if children from the same parent are enrolled at different Providers use multiple forms.
6. Check all boxes that apply to Race. This will address any bi-racial parents and their child (ren).
7. School district employee completing form provides contact information.
8. **Submit form to the local Coalition or designee for entry in the Enhanced field System prior to date identified.**