

New Student Registration Checklist

Parent/Legal Guardians **MUST** provide the following documents when registering:

- Child's ORIGINAL, certified birth certificate issued by Health Department. Hospital Birth Records will not be accepted. **If the birth certificate is in any language other than English applicants must provide a certified, translated copy along with the original.**
- Immunization/health records
- Custody paperwork or any legal documents that pertain to the child
- Most recent report card from previous school district (if applicable)
- Special Education – if applicable – IEP, ETR, 504 Plan, Gifted Information

Two Proofs of Residency:

- The first must be a current lease agreement, mortgage statement/Deed, or rental agreement with the legal/custodial parents name and address listed on the document.
- The second can be a current utility bill, homeowner/Renters insurance, vehicle registration, payroll check, income tax documents.

All documents must be current and no less than 30 days old.

*****If you reside with someone else, please contact Student Services at 259-6603 or your child's assigned building secretary, regarding the Adult Residency Affidavit or Property Notarized Statement.**