Dear Parent/Guardian:

Re: ______________________________

______ Proof of Residency (two required): Mortgage Statement, Deed, Tax Bill, or Lease Agreement (Upload copies into Family Connection and bring the original documents to your in-school registration appointment)  See page 2 “Additional Acceptable Proofs of Residency and Student Age”

______ Parent/Guardian Identification (one required): Valid Driver’s License, Non-Driver’s ID Card, Passport, or other photo identification (Upload copies into Family Connection and bring the original documents to your in-school registration appointment)

______ Proof of Student(s) Age (one required): Birth Certificate, Record of Baptism, or Passport (Upload copies into Family Connection and bring the original documents to your in-school registration appointment)  See page 2 “Additional Acceptable Proofs of Residency and Student Age”

______ Copy of Health Exam Forms (Upload copies into Family Connection and bring the original documents to your in-school registration appointment)

______ Copy of Immunization Records (Upload copies into Family Connection and bring the original documents to your in-school registration appointment)

______ Previous School Information (e.g. report cards, transcripts, IEP, etc.)

______ Enrollment Form, New Student Registration Form, and Home Language Questionnaire

______ Affidavits (if applicable) (You will not upload Affidavits into Family Connection, but you will bring them to your in-school registration appointment)

______ Other (if applicable): Custody Papers, Legal Documentation (You will not upload other important documents into Family Connection, but you will bring them to your in-school registration appointment)

For School Use Only:

______ Determine enrollment eligibility OR give 3 days to provide missing information

______ McKinney-Vento determination – STAC202 Completed

______ ENL

______ SPED

______ Only if paper registration submitted:

  _____ Enrollment Form  _____ New Student Registration Form  _____ Home Language QNR

______ Application complete and accepted

______ Application incomplete or;  _____ Determination that student is/ is not eligible to enroll

______ Initial determination letter

______ Investigation Complete:  _____ Resident  _____ Non-resident

______ Male/Female  _____ Grade  _____ Assigned Teacher  _____ Speech
Additional Acceptable Proofs of Residency and Student Age

Additional Acceptable Proofs of Residency:

The District may consider the following documentation and/or information as acceptable proofs of residency, if a mortgage statement, deed, tax bill, or lease agreement is not available. These include but are not limited to:

- Pay stub
- Income tax form
- Utility or other bills
- Membership documents (such as library card) based on residency
- Voter registration document
- Official driver’s license, learner’s permit or non-driver identification
- State or other government issued identification
- Documents issued by federal, state or local agencies (such as a social service agency or the federal office of refugee resettlement)
- Evidence of custody of the child, including judicial custody orders or guardianship papers

Additional Acceptable Proof of Student(s) Age:

The District may consider the following documentation and/or information as acceptable proof of a student’s age if a birth certificate, record of Baptism or passport is not available. These include but are not limited to:

- Official driver’s license
- State or other government issued identification
- School photo identification with date of birth
- Consulate identification card
- Hospital or health records
- Military dependent identification card
- Documents issued by federal, state of local agencies
- Court orders or court- issued documents
- Native American tribal document
- Records from non-profit international aid agencies and voluntary agencies.