



STUDENT ENROLLMENT CHECKLIST

Dear Parent/Guardian:

Re: _____

_____ **Proof of Residency (one of the following is required): Mortgage Statement, Deed, Tax Bill, Lease, or Statement for Resident Without Rental Agreement**

AND

_____ **Additional Acceptable Proof of Residency (one required)** *(Upload copies of both required documents 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 (if applicable)** *(e.g. report cards, transcripts, IEP, etc.)*

_____ **Enrollment Form, New Student Registration Form, and Home Language Questionnaire** *(Only if paper registration submitted)*

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

_____ **Pre-K / Kindergarten Parent Observation Form (if applicable)**

_____ **Universal Pre-Kindergarten Program Application (if applicable)**

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

_____ Gender _____ 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. 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 or local agencies
- Court orders or court- issued documents
- Native American tribal document
- Records from non-profit international aid agencies and voluntary agencies.