

# Enrollment Checklist

## Parent/Guardian Information

**Photo ID** (driver's license, state I.D., passport or visa)

## Residency Information

**One Proof of Residency** (within the past 30 days and must include name, address, and date)

- Gas, electric, phone, water, cable and/or property tax bill
- Formal signed lease/rental agreement **(notarized)**
- Verification of tenants through management of rental unit
- Closing statement on the residence
- Mortgage payment book or monthly mortgage statement
- Home/renters insurance statement
- Paycheck indicating home address
- Official letter or statement from DHS/Social Security verifying home address

## Student Information

**Birth Certificate** (must be translated into English), passport, visa or green card

If new to the USA (we need preferably their **green card**, passport or visa) this is because the EL department needs a first date in the USA.

**Up-to-date immunization records**

**Most recent report card** (grades 1st-8th), **or Transcript** (grades 9th-12th)

IEP (most recent, if applicable)

504 Plan (if applicable)

## Kindergarten Information

**Health Appraisal**

**Oral Health Assessment**

**Kindergarten Waiver** (**required** if the child turns five years old between September 2nd to December 1st of that school year)

## **Preschool Information (GSRP Program)**

**Proof of income is required for the program.**

\* Registration does not guarantee acceptance into the Great Start Readiness Program for Preschool. Acceptance is based on income and risk factors. Additional paperwork will be sent to you before acceptance can occur from Early Childhood Elementary.

**\*YELLOW ARE REQUIRED (IF THEY APPLY)**

**\*IMPORTANT: We do not accept incomplete enrollment packets.**