

# Enrollment Checklist

## Parent/Guardian Information

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

NOTE: If someone is acting as the student's guardian, then we need to be provided with the proof of guardianship paperwork.

## 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

Residency Affidavit (if living with someone else and can't prove residency) copy Photo ID of Parent and Resident and Resident provides one proof of residency.

## Student Information

**Birth Certificate** (must be translated into English)

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

Oral Health Assessment

Health Appraisal

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)**

**\* If special education is indicated then send a copy of the completed enrollment packet to SPED Department**

**\* If we get a foster care or homeless student then we need to notify Amra.**

**If items are missing then check the application for completion and copy the documents they do have and staple them all together with this form on the back of the enrollment packet. The parent/legal guardian will bring the enrollment packet back with the additional documentation that is missing to complete the enrollment process.**

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