ENROLLMENT CHECKLIST

For Parent/Guardian:

____ Proof of Age: Birth Certificate, baptismal certificate or passport
____ Immunization Records, physical exam at grades Pre-K, K, 1, 3, 5, 7, 9, 11 and all new entrants.
____ Residency Questionnaire
____ Proof of Residency: mortgage statement, deed, or lease agreement
____ If parent resides in a dwelling that they do not lease or own, an Affidavit must be filled out and notarized*

____ Student Registration Form and Census Verification Form
Filled out accurately with parent signature
____ Foreign Language questionnaire (if applicable)
____ School Records (IEP if applicable) or release form and fax number from previous school
____ Affidavits (if applicable)

For School Use only:

____ Determine enrollment eligibility OR give 3 days to provide missing information
____ McKinney-Vento determination –STAC202 Completed
____ Application complete and accepted
____ Application incomplete or
____ Determination that student _____ is/______ is not eligible to enroll
____ Initial determination letter
____ Investigation Complete

____ Resident
____ Non-resident