



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**