

The following documents must be presented at your registration appointment. Documents will be scanned and returned to you at that time. Failure to bring sufficient documentation will delay the enrollment of your student and may require you to schedule an additional appointment.

1. Proof of age:

- Original birth record (with official raised seal)

2. Immunization status:

- Official state immunization form - (Health or physical examination records).

3. Proof of residency - at least two documents are required from the list below:

Documentation within the past thirty (30) days indicating the physical address of residence

- Current utility bill
- Current tax bill
- Deed showing ownership of property within the school district
- Mortgage statement that provides property description
- Settlement sheet that provides property description
- Property tax bill listing building and land containing the name(s) of the mortgagee(s)/property owner(s)
- Lease or a notarized Landlord Affidavit - The lease shall be current and must indicate the term of the lease, the address of the leased property, the name of the property owner, the name of the lessee, and a listing of tenants.

Other Documents

School staff may require the following information:

1. Records Request Form (Academic records, Attendance records, Individualized Education Program (IEP)/Evaluation Report (ER), 504 Plan, and Standardized test records)
2. Picture identification (Valid driver's license showing physical address of residence or a valid state photo identification card showing physical address of residence)
3. Custody papers - A copy of the court order or custody agreement is required to be provided if the parents are separated or divorced and the enrolling parent is relying on the order or agreement as to the basis for enrolling the child.