



ENROLLMENT CHECKLIST

For Parent/Guardian:

- Proof of Age: Birth Certificate, baptismal certificate or passport
- Immunization Records, physical exam at grades Pre-K, K, 2, 4, 7, 10 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