



REGISTRATION CHECKLIST

Items REQUIRED at the time of registration:

- Proof of Residency (see attached list)
- Copy of student's birth certificate – if a birth certificate is unavailable, please contact administration for a list of other documentary or recorded evidence to determine a child's age
- Student's immunization record
- Parent/Guardian photo identification
- Copy of custody papers if relevant

All Required forms to be completed and returned to the school:

- Registration form
- Medical forms (physical, medication, over-the-counter)
- Dental form (all students entering kindergarten and new enrollees)
- Student emergency form
- Authorization for release of records
- Technology use form (elementary)
- IEP (Individual Education Plan) from previous school, if applicable



Proof of Residency

Three of the following items are required as proof of residency at the time of registration. Additional proof may be required if necessary.

- ▶ **Telephone/Internet/Cable Bill** - With current address and name of registrant.
- ▶ **Driver's License, Driver's Permit or Non-Driver ID**- Valid driver's license, driver's permit, or non-driver ID with picture and current address of registrant.
- ▶ **Auto Insurance ID Card** -Insurance ID card must be valid with current address of registrant.
- ▶ **Paystub**- Paystub with current address and name of the registrant.
- ▶ **Income Tax Information** - Most recent income tax information with current address and name of the registrant.
- ▶ **Lease Agreement** - Legal and valid agreement between owner and renter. Agreement must contain property owner's name, along with name and address of registrant.
- ▶ **Deed or Current Mortgage Statement** - Valid deed or current mortgage statement
- ▶ **Purchase Agreement**- purchase agreement must include address of property being purchased, purchaser's name and seller's name.
- ▶ **Electric Bill** - bill must include name of registrant with current address.

- ▶ **Voter Registration documents** -Document with registrant's address.
- ▶ **Membership Document Based on Residency-** Document with registrant's name and address (such as library card).
- ▶ **Other Photo Identification with Address.**
- ▶ **Statement or Affidavit from Third Party-** Notarized statement of third-party attesting to registrant's address.

**ALL BILLS MUST BE DATED FROM THE MOST RECENT
MONTH**