

REGISTRATION CHECKLIST FOR PARENTS

In order to complete the registration process as efficiently as possible, please bring the following items with you when you come to register. All items are required.

- [Registration Form](#)
- [Records Release Form](#)
- [School Health Policies](#), *informational only*
- [Medication Authorization Forms](#)
- [Immunization Certificate](#)
- [Health Appraisal Form and HIPAA Form](#)
Physical examinations are required for all students new to the district and must be done within one year of the date of entrance to school. Please let us know the date of your child's physical appointment if it is scheduled after school starts in September because of your child's date of birth.
- [Health History Form](#)
- [Dental Health Certificate](#)
- [Home Language Questionnaire](#)
- [Transportation Notification Form](#)
- [2017-18 Meal Application Form](#), *if applicable*
- [Consent to Release Free/Reduced Meal Eligibility Information](#)
- [Acceptable Use Policy](#) (*for use of instructional electronic resources*)
- [Athletic Transfer Form](#), *if applicable (grades 9-12 only)*
- Proof of custody**, *if applicable*. (Please see Procedure for Verification of Parental Custodial Rights)
- Proof of Age**
 - Birth certificate (including certified transcript of foreign birth certificate); or
 - Record of baptism (including certified of foreign baptism).

If either of the above are available, no other evidence will be used to determine a child's age. If the documentation listed above are not available, the following may be provided:

- Passport, including foreign passport.

If none of the above are available, the district may consider certain other documentary or recorded evidence that has been in existence

for two years or more, except an affidavit of age, as follows:

- official driver's license; or
- state or other government-issued identification; or
- school photo identification with date of birth; or
- consulate identification card; or
- hospital or health records; or
- military dependent identification card; or
- documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement); or
- court orders or other court-issued documents; or
- Native American tribal document; or
- records from non-profit international aid agencies and voluntary agencies.

Proof of Residency

- Copy of a residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement; or
- Statement by a third-party landlord, owner or tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the district, which may be either sworn or unsworn; or
- Such other statement by a third party establishing the parent(s) or person(s) in parental relation's physical presence in the District.

If none of the above are available, the District will consider other forms of documentation and information, which may include, but will not be limited to, the following:

- pay stub; or
- income tax form; or
- utility or other bills; or
- membership documents (e.g., library cards) based upon residency; or
- voter registration document(s); or
- official driver's license, learner's permit or non-driver identification; or
- state or other government issued identification; or
- documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee resettlement); or
- evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers.

It is also helpful if you can provide:

Child's most recent report card

Copy of most recent IEP for Special Ed Students or 504 Plan, *if applicable*