



## Registration Packet

Students must have the following items on file before enrolling:

- Proof of Residency Form signed and proof verified
- Up to date immunizations record
- Copy of Social Security Card or number given on paperwork
- Proof of age verified by birth certificate, hospital record
- Discipline clearance by phone from previous school principal
- Foster care or court ordered guardianship paperwork signed

**Proof of residency will be verified by providing one of the following:** current unpaid utility bill, personal property tax receipt or rental agreement. Proof must show name and address of resident living within the district.

**Proof of residency if student and parent/legal guardian are living with another family:** a notarized statement by the family they are living with explaining the student and parent or legal guardian are living in their home. The family that has residence in the district must show proof of residency.

**Procedure for enrollment:** student information is given to the principal who then calls the previous school's principal concerning any discipline problems. If the student is eligible to attend the previous school, the student will be admitted.

**Procedure for special education students:** student information is given to the special education department who will then call previous school concerning the IEP. The student will not receive special services until the paperwork from the previous school is received.