

Registration & Residency Documents

A student will not be registered until all documentation has been submitted. Please upload all required documents or contact your student's school for assistance.

1. **Proof of age** - one of the following:

- Original birth record (with official raised seal)
- Baptismal or church certificate (notarized/certified and showing date of birth)
- Hospital certificate
- Parent's affidavit
- Valid passport
- Physician certificate
- Previously verified school records
- Driver's license
- Life insurance policy

2. **Immunization status** - one of the following:

- Official state immunization form.
- Written statement by a physician stating that the physical condition of the child warrants medical exemption from inoculations.
- Written statement signed by parent/guardian that the child's religious denomination opposes tests and inoculations.

3. **Proof of residency** - must submit one document from Category A and two documents from Category B (for a total of three documents):

Category A

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

Category B

- Valid driver's license showing physical address of residence
- Valid state photo identification card showing physical address of residence
- Public assistance or social security issued within the past thirty (30) days showing physical address of residence
- Any other documentation within the past thirty (30) days deemed relevant by the school district indicating the physical address of residence (e.g. current utility bill, current credit card or current vehicle registration).

Other Documents

School staff may ask for any of the following when appropriate.

- Completion of the school district's Student Registration Form
- Picture identification
- Health or physical examination records
- Academic records
- Attendance records
- Individualized Education Program (IEP)/Evaluation Report (ER)
- Special education records
- Completed physical examination
- 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 the basis for enrolling the child.