

## Enrollment Information for Parents

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***Please note: To start the enrollment process a parent or legal guardian must be present and two proof of residency documents must be provided.***

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Please bring the following information with you to enroll the student:

- **Photo ID** from any state or country
- **Two current “proof of residency” documents** (all must contain property address)  
These can be a combination of:
  - Current bills – i.e. electric, gas, water, cable
  - Current mortgage statement or current signed lease agreement with landlord’s name and phone number
- **Birth Certificate**
- **Certificate of Immunization**, Conditional Certificate of Immunization or Religious Exemption Certificate
- Completed **Student Enrollment Form** (available from school)
- **Withdrawal or transfer form** from your previous school, along with most recent report card or transcript, including attendance, and discipline.
- If applicable, the following will be needed:
  - IEP or 504 Plan, if student receives any special accommodations
  - Court-ordered guardianship document

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Once enrollment has been initiated, you will be required to fill out other forms such as Student Emergency Information, Transportation Status, and Internet Permission Form.

Enrollments involving unusual circumstances with residency or custody may require additional information and forms.

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*Original documents are required at time of enrollment; photocopies and partial pages may be unacceptable.*