

# Enrollment Tips

Helpful Information for Enrolling

## [Find Your School Assignment](#)

This option allows parents/guardians to look up current school assignments based on address, subdivision, apartment complex or other multi-family dwelling.

## [Find Your Bus Stop](#)

This option allows parents/guardians to look up your possible bus stop.

## Required Documentation

Original documents are required at time of enrollment.

### Parent/Legal Guardian Verification

- Government Issued Photo ID Divorce/Separation Documents, if parents have divorced Court Ordered Guardianship Papers, if applicable (A notarized statement from parent or legal guardian is not sufficient).
- Court Order or legal binding document restricting parent (s) access to education records.

### Proof of Residency

(At least 2 documents from the following list are required)

- Current electric and/or gas bill displaying service address and a billing date within the past 30 days
- Closing statement or current mortgage statement for primary residence showing property address
- Current signed lease agreement with name and phone number of landlord
- Most recent state or federal income tax return
- Current statement from DSS or other government agency which provides residency of parent/legal guardian
- Current paycheck stub with address of residence

### Student Information:

- State/County issued certified birth certificate
- Immunization Certificate or 30-Day Waiver (available at school)
- Withdrawal/Transfer form from last school attended
- Enrollment Forms (available on website and at school)
- Copy of student's IEP or 504 plan, if applicable
- Student's last report card or most recent progress report

Certain circumstances may necessitate additional enrollment documentation. Your child's school will let you know if these are needed:

- Notarized Educational Affidavit
- Notarized Residency Affidavit and 2 proofs of address (from list above)
- Notarized Custodial Parent Affidavit