



# New Student Registration Checklist

## 2017-18

To ensure a successful registration you will need ALL of the following items:

- Child's original birth certificate
- Child's social security card (if available)
- Updated immunization records
- Previous year's final report card and available test scores
- Parent/Guardian Photo ID
- Proof of Residency (to include: Most recent lease/mortgage, water, gas, or light bill ONLY)
- Pre-K ONLY: Proof of income for everyone in the household. Most recent W-2 or current pay stubs for the previous or current month
  - Pre-K students must be 4 years old on or before Sept. 1
  - Kindergarten students must be 5 years old on or before Sept. 1

***Please note: If your name is not listed on the current bill/lease provided, you will need to have the person listed with you at the time of registration to complete an affidavit. Everyone MUST have a valid photo ID.***

### Additional Information

- By state law, we MUST use the name that appears on the child's birth certificate.
- Please notify the registrar at your child's school of any court orders determining custodial rights. A copy of the court documents will have to be provided.
- All registration forms must be filled out completely and phone numbers listed must be current.

**YOU WILL NEED ALL THE REQUIRED INFORMATION BEFORE REGISTRATION IS COMPLETE**