



Documents Needed to Register Your Child

Child

- Original Birth Certificate (acceptable: hospital certificate, baptismal certificate or passport)
- Immunization Record

If your child has an IEP (Individualized Education Plan) from his/her prior school, please provide at time of registration.

Custodial Parent/Legal Guardian

- Photo ID (Driver License, Passport, etc.)
- Proof of residence:
 - Homeowner – Mortgage statement or a current utility bill (within the past 30 days).
 - Renter – Current Lease Agreement or detailed letter from management or a current utility bill.
 - Living with a friend/relative – Fill out Part 2 of the Statement of Residency form. This form must be signed by the owner/landlord/manager of the residence and notarized.
 - A current utility bill in the name of the person with whom you are living.

If child is not living with both parents due to a divorce/dissolution, or has been placed with a temporary guardian, grandparent or foster home, the following documents must be **date stamped** and **signed by the judge**.

If the parent/guardian cannot provide all of the above documentation during registration, the child's registration may be refused or delayed until proper documentation is received. If documentation is not received by that date, your child may be withdrawn from the district and turned in as a missing child.