



ENROLLMENT CHECKLIST

STUDENT'S NAME: _____ DATE: _____

HOME SCHOOL: _____ GRADE: _____

FPS personnel completing form and required enrollment documents: _____
Signature of Employee

I. DOCUMENTATION REQUIRED FOR ENROLLMENT:

Three (3) proofs of residency are required:

A. All residents must present either:

- _____ Proof of home ownership (Deed) or closing documents if home was just purchased
- _____ Current property tax statement from the city
- _____ Lease/Rental agreement with occupancy date (list of all occupants)

Plus two (2) items from the list below:

- _____ Current gas, electric, telephone or cable bill (Water bill will be accepted if it has resident's name and address on it.)

B. ALL NEW STUDENTS MUST COMPLETE:

- _____ *Affirmation of Prior Discipline Record*

II. PROOF OF AGE AND FAMILY RELATIONSHIPS: (place copy in CA60 file)

- A. _____ A certified birth certificate is required for admission

If applicable:

- B. _____ Custody papers from court
- C. _____ Guardianship Papers - Limited or Full
- D. _____ Documentation received from School and community Relations; Central Office

III. HEALTH DATA: (place copy in CA60 file)

- A. _____ Immunization Record - required for kindergarten and all new students
- B. _____ Waiver

IV. ATTENDANCE AREA:

- A. _____ Home address is within the boundary of school attendance area (**CHECK STREET GUIDE**)
- B. _____ Student is attending their **approved** School of Choice

V. RECORDS FROM PREVIOUS SCHOOL:

- A. _____ Actual Record
- B. _____ Signed release for request of records

Ethnic Code _____ Language _____

Non-Resident: *Refer the parent/legal guardian to School and Community Relations before enrolling. They will be sent back to your building with completed paperwork.*

- _____ A student completing their senior year as a tuition student
- _____ Child of a District employee – PA227

NOTE: If you are unable to complete sections above due to the family's circumstances, refer the parent/legal guardian to School and Community Relations, Central Office. The family will return with completed documentation for registration in your school. Any questions, call 489.3329.