

What you need to know about enrolling your child in the Shawnee Mission School District!

There are several documents we need to be able to enroll your child in the Shawnee Mission School District beyond the enrollment forms.

1. **State Issued Birth Certificate** – We must have a copy of the state issued birth certificate for every child enrolling in the Shawnee Mission School District. Without this document the enrollment process cannot go forward.
2. **Parent or Guardian ID's** – Copies of the parents or guardians drivers licenses with the address matching the address used for enrollment. Guardians – please have court documents available to show you have the legal authority to enroll the student for school.
3. **Proof of Residency** – Proof of residency must be provided before a child can start school in the Shawnee Mission School District. Please see below for the documents needed:
 - a. **Home Owners:**
 - Copy of the bill of sale or a real estate tax bill in your name at the address provided for enrollment AND
 - 2 copies of utility bills in your name at the address provided.
 - b. **Renters:**
 - Copy of the lease with your name listed at the address provided for enrollment AND
 - 2 copies of utility bills in your name at the address provided.

If you are living with someone else and cannot provide these documents in your name, please contact the office at 913-993-4900 for a Residency Provider packet and more information about this process.

4. **Immunization Records** – Proof of immunizations must be provided for a child to begin school in the state of Kansas. If you have any questions regarding these requirements, contact the school nurse at 913-993-4902.