

## Incoming Freshman Enrollment Checklist

*Only a parent or legal guardian can register a student.*

The following documents are required to enroll a student.

- Student's birth certificate
- Parent or legal guardian valid photo ID
- Legal documentation of guardianship if you are not the birth parent
- 3 proofs of address in the parent/legal guardian name\* dated within 30 days
  - o Acceptable proofs include but are not limited to:
    - Any utility bills (i.e. gas, electric, water)
    - Cell phone bill
    - Cable bill
    - Bank statement
    - Paycheck stub
    - Credit card statement
    - Car insurance statement
    - Driver's license issued within 30 days
    - Voters card issued within 30 days
    - Government issued documents

\*If you do not have 3 current proofs in your name, an Affidavit of Residency will be needed.

*Note: Other proofs may be acceptable if they meet the criteria of dated within 30 days and include the name and address of parent/guardian. Please make every effort to collect three (3) acceptable proofs from the list above.*