

ENROLLMENT

Enrollment for the fall begins in May by appointment. Applications are available at 240 Swanston Lane beginning in April. We provide the enrollment packets ahead of time so you may have enough time to gather the required documentation.

Required documentation to bring with you at the time of your appointment. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- PROOF OF INCOME FOR ALL INDIVIDUALS COUNTED IN THE FAMILY SIZE:** Pay stubs representing the **past 30 days from your appointment date**. Ensure that the pay stubs are **recent and that the dates are consecutive**. **Missing stubs will NOT be accepted.**
 - ◇ Weekly Pay – 4 pay stubs ◇ Bi-Weekly Pay – 2 stubs
 - ◇ Twice a month – 2 pay stubs ◇ Monthly pay – 1 stub
- Families with **varying income** (migrant, agricultural, or seasonal work) must submit income verification for the past **12 consecutive months**. Missing paystubs will **NOT** be accepted. Payroll summary for the past 12 months are acceptable.
- Proof of any other income (unemployment, child support, TANF, cash aid, disability, social security, etc.) for the **past 30 days**
- Authorization to Contact Employer Form (form is in the enrollment packet)
- Self-employed parents must submit: copy of most recent tax returns with a statement of current estimated income for tax purpose, a letter from the source of income (i.e. customers), other business records like ledgers or business logs, profit & loss, etc.
- Physical Exam (done within a year of first day of class) **May be pending for registration but must be turned in before the 1st day of school**
- Immunization Record- **Children will not be admitted without required immunizations or TB assessment**
 - Polio (3 series)
 - DTP (4 series)
 - MMR (1 series on or after the first birthday)
 - Hib (1 series on or after the first birthday)
 - Hep B (3 series)
 - Var (1 series)

 - TB Test- The child is to be evaluated for risk factors for tuberculosis as part of his or her medical assessment. A child is only required to have a Mantoux skin test for **tuberculosis if determined to be necessary by a physician** based on the child's risk factors for tuberculosis.
- Copy of birth certificates of **all your children in the household under the age of 18 years old**
- Proof of address: rental receipts or agreements, contracts, utility bills
- Enrollment Packet

If applicable

- Individualized Education Program (IEP)
- Records of Foster Care placements, legal guardianship