

Eanes Independent School District
NEW STUDENT ENROLLMENT CHECKLIST

Once online enrollment is completed, the following documentation is needed for each student at the time of enrollment. The campus registrar will contact families with required paperwork and how to submit. **A student will not be permitted to start school and will not be placed in a class until the required documentation is received.**

Information REQUIRED at Time of Enrollment

DOCUMENTATION INSTRUCTIONS

- 2 Proofs of Residency** (1) Current Signed lease, deed or contract, or most recent tax receipt AND (2) Current Utility for the property in the parent/guardian's name
Transfer Students: Provide copy of acceptance e-mail/letter
- Birth Certificate** State law requires schools to have proof of a child's identity and age on file.
- Social Security Card** Preferred but optional. If no social security card, please communicate to Registrar at time of enrollment.
- Valid Driver's License** State law requires a driver's license or valid state ID. Eanes ISD requires that the ID have the same address as your proof of residency. You have 30 days from the date of registration to provide a license with the correct address to the Registrar's office.
- Immunization Record** Immunizations must be up-to-date. A copy of the child's immunization record or an EISD Certificate of Immunization form is required. The record must include the month, day and year for each vaccine *and* a physician signature or clinic stamp. For immunization requirements and exemption information, click here: <http://www.dshs.state.tx.us/immunize/school>.

REQUIRED Only if Applicable **The following information is required at time of enrollment if the situations apply to the student.**

- Special Education/ 504 Records if applicable** If a student receives Special Education or 504 services a copy of the current services records is required.

ANAPHYLAXIS, ASTHMA, DIABETES, SEIZURES and OTHER CHRONIC HEALTH CONDITIONS

If your child has a condition that COULD require treatment at school, please: (1) notify the school nurse; (2) ask your child's doctor to complete an EISD emergency care plan/action plan that prescribes and authorizes treatment; (3) sign the form, yourself, to authorize treatment; and (4) bring the form and medications to the school nurse *before* the first day of school. Download all EISD care/action plans at: <http://www.eanesisd.net/dept/health/forms>.

- Allergy/Anaphylaxis Emergency Care Plan** This form must be completed by the child's physician if the child has a *life-threatening* allergy
- Asthma Action Plan** This form must be completed by the child's physician if the child is being *treated* for asthma

REQUIRED Secondary **The following information is required for students entering grades 6 through 12.**
 (grades 6-12 only)

- Unofficial Copy of Transcript** If a student entering grades 7 through 12 has taken high school credit courses an unofficial copy of the student's transcript is requested at the time of enrollment.
- Most Recent Report Card** The most recently completed report card is required. Plus (Middle school only) prior 2 years' report cards if available.
- Standardized Test Scores** The most recent standardized test scores. Plus (middle school only) prior two years' test scores if available.

REQUESTED **HEALTH DOCUMENTATION**

- Physician's Report** A physical exam is strongly recommended when enrolling in Kindergarten.