

NEW STUDENT ENROLLMENT CHECKLIST



Parents/Guardians must enroll online and submit documentation for each student. Please be prepared to upload digital copies during the online enrollment process. **Students cannot attend school and Registrars cannot place students in classes until parents/guardians submit required paperwork and complete online enrollment.** Please visit: <http://www.eanesisd.net/enroll> to learn more about the enrollment process.

REQUIRED DOCUMENTS

___ **2 Proofs of Residency**

- (1) Current signed lease, deed or contract, or most recent property tax receipt **AND**
- (2) Current utility bill 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 student's proof of residency. Parents/Guardians have 30 days from the date of registration to provide a license with the correct address.

___ **Immunization Record** Immunizations must be up-to-date. EISD requires a copy of the child's immunization record or a completed EISD Certificate of Immunization form. The record must include the month, day and year for each vaccine *and* a physician signature or clinic stamp. Please visit: <http://www.dshs.state.tx.us/immunize/school> to learn more about immunization requirements and exemption information.

ADDITIONAL REQUIRED DOCUMENTS (IF APPLICABLE):

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

EMERGENCY CARE PLAN/ACTION PLAN

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 to authorize treatment, and (4) bring the form and medications to the school nurse *before* the first day of school. Examples include: anaphylaxis, asthma, diabetes, seizures and other chronic health conditions. Download EISD care/action plans at: <https://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 DOCUMENTS FOR STUDENTS ENTERING 6TH – 12TH GRADE:

___ **Unofficial Copy of Transcript** If a student entering grades 7th through 12th has taken high school credit course an unofficial copy of the student's transcript is requested at time of enrollment.

___ **Report Card** The most recently completed report card is required. ADDITIONAL REQUEST: Report cards from the previous 2 years for students entering grades 6th – 8th.

___ **Standardized Test Scores** The most recent standardized test scores. ADDITIONAL REQUEST: Test scores from previous 2 years for students entering grades 6th – 8th.

REQUESTED DOCUMENT:

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