



Required Documents

In addition to the enrollment forms we need a few required documents.

To fully enroll your child at Launch Charter School and hold your seat, you must provide the following documents to the school:

CHILD'S BIRTH CERTIFICATE (OR PROOF OF GUARDIANSHIP)



- **Does your child's birth certificate have his/her name on it, and your name on it?**
- **Does your child's birth certificate have the birth date listed on the application?**

PARENT/ GUARDIAN'S PROOF OF RESIDENCE

Any of the following documentation meets the standard for proof of residence:

- Apartment lease
- Official NYS Driver's License or Learner's Permit *[which has not expired]*
- Two current billing statements *[dated within the past 60 days]*
 - Gas utility bill
 - Electricity utility bill
 - Receipt of rent payment
 - Paystub from employer
 - Bank statement



- **Does your proof of residence have the guardian's name as listed on the enrollment document?**

DOCUMENTS REQUIRED BY FIRST DAY OF SCHOOL

- Medical Paperwork
 - Immunization Records **[Most important. Your child will not be able to attend school without up to date immunizations.]**
 - Physical Exam *[current]*
 - Medical Administration Form (Asthma, Allergies, Diabetes medications, etc.)
- Child's most recent report card (if available)

HOW TO SUBMIT PAPERWORK TO LAUNCH:

EMAIL: admissions@launchschool.org

ONLINE: Upload to SchoolMint

TEXT: 718-715-1166

FAX: 347-402-3016

WE'RE HERE TO HELP: Please reach out with any questions!

