

## Required Enrollment Documents

Registration will not be complete until ALL required documents have been submitted and reviewed. Please contact the school office at (503) 353-5420 with any questions.

### 1. Birth Certificate or Passport of student

Please contact the office if you are not able to provide a birth certificate or passport due to being displaced or in temporary living conditions.

### 2. Proof of Address

- Current (30 days) utility bill showing the service provider (e.g., gas, water, electric, garbage, or sewer), home address, and name or a copy of your rental/mortgage agreement with the home owner's name, address, rental term or purchase date.
- **Month-to-Month Rental** – we will need proof of residence each month of your rental term.
- **Shared Households** – If you are living with another family within the school boundary, you will need to provide a letter from the homeowner/landlord.
  - The letter must include: the name of the homeowner/landlord, names of parent/guardian(s) and student(s) that live at their residence, the address, utility bill, and homeowner/landlord's contact information.

### 3. Immunization Record

Proof of immunizations at enrollment are only required for students who have never been in a public school in the US (such as home school or kindergarten students) and students new to the country. The immunization record for other students should be forwarded in the cumulative record as part of the request for records process.

*More information regarding Immunizations are on the back of this document*

### 4. Dental Screening (7 years of age or younger only)

State law now requires a child who is 7 years of age or younger to have a dental screening before entering school for the first time. (HB 2972 (2015))

- The Dental Screening Form is included in the Kindergarten Packet. Please fill out the form and return it to the school. You are also welcome to scan or screenshot the form and email it to [leesun@nclack.k12.or.us](mailto:leesun@nclack.k12.or.us).

### 5. Legal Documents (if applicable)

- It is very important the school is aware and in possession of any legal/court documents pertaining to custodial rights, legal guardianship, and/or court orders.

### 6. Special Education/Services (if applicable)

- If your student has participated in or tested for any Special Services, please include a copy of any Special Services documents to the registration or submit them to the office.

## Immunization Information

### What vaccines are required for my child?

By the time your child is 5 years old they should have had:

- 5 doses of Diphtheria, Pertussis, and Tetanus vaccine (DTaP)
- 4 doses of Polio vaccine
- 3 doses of hepatitis B vaccine
- 2 doses of MMR or 2 Measles, 1 Mumps, and 1 Rubella vaccine
- 1 dose of Varicella vaccine
- 2 doses of Hepatitis A vaccine
- 1 dose of Tdap vaccine for students entering 7th - 12th grade

All kindergarten through sixth grade students must have two doses of Hepatitis A vaccine to start school. All 7th through 12th grade students must also have one dose of a Pertussis containing Tetanus vaccine called Tdap to enter.

### Where do I get a copy of my child's immunization record?

Please contact your child's health care provider and ask for a copy of the child's immunization record.

### Where do I go to get my child vaccinated?

You may take your child to their health care provider.

*You may contact the **Clackamas County Health Department Clinic** for an appointment at **503.655.8471***

### After my child has had their vaccines, who do I notify?

Always give your school nurse a written record of the dates the vaccinations were given to your child so that your child's health records can be kept up to date at school.

ALWAYS KEEP A COPY OF YOUR CHILD'S IMMUNIZATION RECORDS IN YOUR HOME FILE. YOU WILL NEED THEM THROUGHOUT THEIR SCHOOL LIFE. PROOF OF UP TO DATE VACCINATIONS ARE NEEDED EVEN FOR COLLEGE AND EMPLOYMENT.