

Francis Howell School District  
**RESIDENCY/ENROLLMENT CHECKLIST**

**\*\* Please Contact Your Assigned School for an Appointment**

Student Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian Enrolling Student: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

**ITEMS REQUESTED FOR REGISTRATION**

- Proof of Parent/Guardian Identification** – driver’s license or State ID card
- Proof of Student Identification/Age** – copy of birth certificate
- Proof of Student Immunization** – current immunization records. Shots must comply with Missouri State Law.
- Proof of Residency** – please check one
  - Homeowner/Renter** – two current utility bills (with name and the billing address)
  - In Process of Becoming a district Resident** – signed Sales contract without contingencies, with closing/occupancy date. (Occupancy date greater than 90 days out requires District approval)
  - Residing with a Friend/Relative** – Resident Affidavit (the friend/relative must appear in person), and *Parent/Guardian Affidavit*. The friend/relative must provide two (2) current utility bills (with name and the billing address). If enrolling as an *Independent Student*, an *Independent Affidavit* is requested in lieu of the *Parent/Guardian Affidavit*.

**Affidavits must be notarized and renewed every year**

- Residing in a hotel** – hotel receipt or release of information document
- Residing in a shelter** – please contact the district office at 636-851-4076
- Custody Documentation** – if applicable

**ITEMS REQUESTED FOR CLASSROOM PLACEMENT**

- SPED Services** – (IEP, 504 Plan, etc...) – If student is receiving special services, a copy of the current plan is required for classroom placement.
- Transcripts are required for students in grades 6-12** – for classroom placement (Map, EOCs, ACTs and/or other standardized testing).