

School Registration Checklist

New Students



Proof of Age Requirement

- Copy of Child's Birth Certificate



Proof of Residence

- Gas, electric, or water bill from last 60 days that includes name and address
- Mortgage or lease statements
- Valid driver's license or state-issued ID showing current address



Proof of immunizations and Health Records

- Immunization Records
- Physicals and Medical Needs
- Evidence of needed medication or restrictions



Caretaker Proof of Identity

- A copy of enrolling adult's identification information
- Legal documents outlining custodial or guardianship arrangements



Prior school documents

- Report Cards, transcripts, or assessment information
- Gifted documentation
- Special Education documentation, IEP, or 504 plans



On-line Registration

- Create parent account in PowerSchool
- Complete on-line registration forms
- Complete waivers for book rental and meal
- Make payments that are applicable
- Pick up textbooks (high school only)



Parental Involvement

- Attend Open House and Orientations
- Schedule appointment with guidance counselor or principal
- Attend parent-teacher conferences
- Use PowerSchool on a regular basis