

Enrollment Form Checklist 2024-2025



Last, First Middle Name: _____

Name of staff completing enrollment: _____

* Place forms in a two pocket folder. Forms should be filed in the same order as they appear on the checklist. ERSEA and Education forms are to be filed in the left-hand pocket. The health forms are to be filed in the right-hand pocket.

Item	Form #	Parent Signature Required	In File	N/A	Notes:
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The following documents are to be included in the two pocket ERSEA folders.

Enrollment Cover Sheet * Stapled to the front of the two pocket folder	Enrollment 35	No			
ERSEA Packet - Left Pocket *To also be uploaded to ChildPlus as ERSEA Packet					
Enrollment Form Checklist	Enrollment 36	No			
Basic Information Form/Eligibility Comment Sheet	Enrollment 1	No			
Getting to Know My Child	In ChildPlus	Yes			
ERSEA Checklist	In ChildPlus	No			
Enrollment Verification Checklist	In ChildPlus	No			
Birth Certificate (Copy)	Copy	No			
ChildPlus Online Applications (Family Information, Income & Contacts), (Applicant & Family Member Information), (Applicant Eligibility & Enrollment Information, Eligibility Criteria), and (Eligibility Verification)	ChildPlus Application Printout	Yes			
Income Story	In ChildPlus	Yes			
Income Calculation Worksheet A or B (only as needed)	Enrollment 8 or 9	No			
Proof of income	Copies of Proof	No			
Self-Declaration of family income (only as needed)	In ChildPlus	Yes			
Statement of no income (only as needed)	In ChildPlus	Yes			
Migrant/Seasonal Verification (MSHS Only)	In ChildPlus				
Copies to prove migrant move (MSHS only, as needed)	In ChildPlus				
Over Income Special Needs Referral (only as needed)	In ChildPlus	No			
Applicant of a Staff Person Referral (only as needed)	In ChildPlus	No			
Emergency Information Form	Child File 9	Yes			
Picture of Parent/Guardian ID	Copy	No			
Legal Documents (only as needed)	Copy	No			

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IEP (only as needed)	Copy	No			
Consent to Release or Exchange Information for IFSP/IEP (only as needed)	Child File 15	Yes			

Health Dental Nutrition - Right Pocket

Health History - Part A if New, Part B if Returning	Complete in ChildPlus	No			
Nutrition Assessment for Infant/Toddler/Preschool	Complete in ChildPlus	No			
Certificate of Immunization Status (CIS) (Both Pages)	Print out	only for CIS which Status = Conditional Immunization Status			
Other Immunization Information	Print out or Copy	No			
Immunization Certificate of Exemption (only if needed)	Print out	No			
Well Child Exam	Upload to ChildPlus	No			
Dental Exam	Upload to ChildPlus	No			
Health Care Plan (only if needed)	HDN 14	Yes			
Medical Alert (only if needed)	HDN 42	Yes			
Consent to Release or Exchange Information For any Health/Nutrition/Dental	Child File 15	Yes			

USDA - Right Pocket

Request for Special Dietary Accommodations (only if needed)	OSPI CNS October 2017	Yes			
Fluid Milk Substitution (only if needed)	OSPI/Child Nutrition Services	Yes			
CACFP Enrollment Form (only if enrollment is being completed in current program year (August-June) do not complete if doing enrollments for Fall of the next year.	OSPI CNS (Rev. 7/22)	Yes			

Prenatal - Right Pocket (EHS Pregnant Moms ONLY)

Proof of pregnancy	Upload into health attachments				
Prenatal History	ChildPlus				
Nutrition Assessment for Pregnant Women	ChildPlus				
Prenatal Needs Assessment	EHS 2				
Prenatal Exams	Upload into health attachments				

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Item	Form #	Parent Signature Required	In File	N/A	Notes:
Dental Exams	Upload into health attachments				

The following items must be completed with families until after they have had a Parent Orientation and received a Parent Handbook and be completed before 1st day of Service.

Enrollment Items that need to be completed Before 1st day of service - Right Pocket *To also be uploaded to ChildPlus					
Enrollment Agreement	Enrollment 37	Yes			
Permission Form	Enrollment 37	Yes			
Toileting Plan (only if needed)	Child Dev. 4	Yes			
Video Recording Acknowledgement Form	Enrollment 37	Yes			
Code of Conduct for Parents and Visitors	Enrollment 37	Yes			
Acceptance Letter	Enrollment 37	Yes			