

## **Required Enrollment Documentation Homeless Services**

If your student is in school without the required enrollment documentation, which has been temporarily waived due to homeless status, this information will help you with resources to obtain the documentation.

Required enrollment documentation must be submitted to the school in a timely manner (5 days for immunization, up to 30 days with other records), including previous academic records, immunization records, and birth certificates. The school may be able to assist with academic records but parents/guardians must request the birth certificate and immunization records.

Below are resources for immunization and vital records:

### **To obtain school records**

The previous school attended will need to be contacted to obtain these records. Transfer from out-of-state to Arizona may take longer than transfers within the state.

### **To obtain immunizations in Prescott if no record is available**

- Yavapai County Community Health Services (YCCHS): [www.yavapaihealth.com](http://www.yavapaihealth.com)
- Call 928-583-1000 to make an appointment.
- Normal fee is \$20, regardless of the number of vaccines received. **However, if the parent or guardian explains that there is a hardship in paying, YCCHS will waive the fees for the child. No one is turned away due to an inability to pay.**

### **To obtain immunization records**

- Previous school attended may have a copy. Check when contacting the school for academic records.
- Some states maintain immunization information systems. Check if the state where the child was immunized maintained records.  
<http://www.cdc.gov/vaccines/programs/iis/contacts-locate-records.html#state>

### **To obtain a copy of a birth certificate or other vital record**

- Contact the vital records office where the child was born in order to obtain a copy of their birth certificate. Fees vary based on location.
- There are web-based services that can assist in obtaining vital records.
- US federal information on obtaining vital documents.  
<https://www.usa.gov/replace-vital-documents#item-36582>
- If the cost of the birth certificate is a hardship, please contact the District's Homeless Liaison at 928-445-5400.