

Enrollment Checklist

Please help us serve you better by using this checklist to prepare for the enrollment process and collect the documents necessary for enrolling your student.

RESIDENCY VERIFICATION

- This document must show the name and current address of the parent/guardian or other person having legal custody of the student.
 - Address Verification documents may include:
 - Driver's License/State ID
 - Utility Bill
 - Lease Agreement
 - Purchase Agreement/Closing Document
 - Letter from the State, County, or City

STUDENT LEGAL NAME AND BIRTHDATE DOCUMENTATION

- Acceptable documents are 1 of the following: birth certificate (original or copy) or passport
 - If born in Minnesota, birth certificate information may be obtained from any Minnesota County vital records office or the State vital records office. Surrounding Counties listed below:

Benton

Benton County Recorder
531 Dewey Street
Foley, MN 56329
320-968-5037

Stearns

License Center - Administration
Building
705 Courthouse Square
Room 130
Saint Cloud, MN 56303
320-656-6540
www.stearnscountymn.gov

License Center – Service Center
3301 County Road 138
Waite Park, MN 56387
320-656-6540
www.stearnscountymn.gov

Sherburne

County Recorder
Government Center
13880 Business Center Dr NW
Elk River, MN 55330-1692
763-765-4420
www.co.sherburne.mn.us

Wright

Wright County Recorder
Wright County Government
Center
3650 Braddock Ave NE, Suite 1500
Buffalo, MN 55313-1193
763-682-7355
www.co.wright.mn.us

- If born outside of Minnesota, contact the city or state health department where the student was born.

EMERGENCY, HEALTH AND IMMUNIZATION

- A minimum of one emergency contact and their phone number
- Immunization Record including month/day/year for all required vaccines is required OR Notarized [Conscientious Exemption form](#)
- Student medications and any health concerns

PARENT/GUARDIAN RELATIONSHIP VERIFICATION

- Only legal parents should enroll a student. If you are **not** the legal parent of this student, one of the following forms or appropriate documentation will be required.
- Legal Guardian – Legal court documentation
 - Foster – Legal court documentation or foster placement letter from the county social worker
 - Parental Choice – contact the Welcome Center (welcomecenter@isd742.org) to discuss your current situation and we can determine what steps and documentation is needed.
- Court Orders. Upload any documents related to guardianship or custody limitations, if applicable.

ADDITIONAL STUDENT INFORMATION

- Education Plans** If available, please upload an IEP (Individual Education Plan), 504, or special education testing documents, if applicable. Records will be requested from the previous school district. Enrollment may be delayed until records are received and reviewed to determine the best placement for your child.
- Early Childhood Screening Verification** (Early Childhood and Kindergarten enrollments only) Required only if the student did not complete his/her early childhood developmental screening in this district. Screen verification must be submitted within 30 days of attendance. Children do not need to be screened if they have an active IEP (Individualized Education Program).
- Transcript (Grades 7 – 12 only)** *If available*, please upload the most recent student transcript records. Records will be requested from the previous school district. We will be able to request the records on your behalf if you do not have them available. The start date of the student may be delayed until records are received and reviewed.
- Previous School.** Including previous school name, city, state, country, phone number, previous grade and last date of attendance for most recent previous school attended.