

# Online Registration Enrolling and Withdrawing Students



## REGISTRATION

Registration is held at all schools during the school year and summer break. To register in school for the first time, a birth certificate, baptism certificate or other approved document is required by state law. Official immunization records must be submitted and reviewed before a student can be fully enrolled. Parents/Guardians' identification and proof of residency will also be requested at the time of registration. A copy of a utility bill or mortgage/lease agreements are valid documents for proof of residency.

## ENROLLMENT

Parents/Guardians will be asked to complete the required online registration forms. All forms must be completed for every new student with the exception of those that are marked if applicable. Standard documents include the following:

- Medication Procedures and Rules (Informational Only)
- Enrollment Form
- Birth Certificate
- Home Language Survey
- Health Information Sheet
- Emergency Contact Information
- Records Request
- Documentation of Court Orders
- Arizona Residency Document Form
- Parent Acknowledgements and Permissions Form
- School and Parent Involvement Guidelines
- Form 506-Native American, if applicable
- Impact Aid Program Survey Form, if applicable
- McKinney-Vento Form, if applicable
- Open Enrollment Form (If necessary)

Please inform the school office of any changes in phone numbers and/or contacts as soon as possible. This will help us contact parents/guardians as quickly as possible when students are injured or sick.

*Each school within Maricopa Unified School District is assigned addresses within certain boundaries. If a parent wishes to enroll a child in a school outside of those boundaries, an Open Enrollment form must be filled out annually. The acceptance or refusal of enrollment will be determined by the school and will be based on capacity.*