

**Students under the age of 18 must be accompanied by a parent or legal guardian during enrollment**

**ALL students must complete the following forms for enrollment:**

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| _____ Open Enrollment Application, if applicable | _____ Arizona Residency Documentation Form                        |
| _____ Student Data Sheet (yellow copy)           | _____ Student Health Update Form                                  |
| _____ Home Language Survey (pink copy)           | _____ Indian Student Eligibility Cert. & JOM Forms, if applicable |
| _____ Record of Prior Special Programs Form      | _____ Course Selection Worksheet for Correct Grade Level          |
| _____ Student Housing Form                       |   |

**The following documents must be provided at the time of enrollment:**

- Completed Enrollment Packet or Online Enrollment
- Government issued Photo Identification of parent/legal guardian enrolling the student. (Example: valid Driver's License).
- Proof of Arizona residency – One of the following must be submitted:
  - Valid Arizona driver's license, Arizona identification card, or Arizona motor vehicle registration
  - Valid Arizona Address Confidentiality Program authorization card
  - Current property deed, mortgage documents, property tax bill, rental agreement or lease, utility bill (water, electric, gas, cable, phone (cellular))
  - Current bank or credit card statement, W-2 wage statement, or payroll stub
  - Certificate of tribal enrollment or other identification issued by a recognized Indian tribe located in Arizona or other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
  - If the student resides outside the school's attendance boundaries, an Open Enrollment Application and application requirements must be completed ([www.tempeunion.org/TUHSDOpenEnrollApplication](http://www.tempeunion.org/TUHSDOpenEnrollApplication))
- Birth Certificate – The person enrolling a student (except for homeless students) in the school for the first time, will be asked to produce a certified copy of the child's birth certificate. If one is not provided at the time of enrollment, a certified copy must be provided to the school within thirty (30) days. In addition, the Arizona Interscholastic Association (AIA) requires that the original or certified copy of the birth certificate be shown to the Athletics and/or Activities Department(s).
- Proof of Custody or Guardianship, if applicable – One of the following must be submitted:
  - Custody Papers (Superior Court issued)
  - Superior Court Appointed Guardianship Papers or Tribal Court Appointed Guardianship
  - Documentation from the Superior Court showing the pending court date for a Guardianship hearing. Final papers must be provided within one week of the hearing date.
- Withdrawal Papers – Official withdrawal documents (from previous high school) or Statement of promotion for 8<sup>th</sup> grade students enrolling as 9<sup>th</sup> graders (non-feeder schools only).
- Immunization Records – Student **must** have proof of immunizations for the following before enrolling:
  - 1) Document signed by physician, physician's office, health provider or former school record with signature.
  - 2) Tetanus (DTaP, DTP, Td)- There must be at least 4 vaccination dates.
  - 3) Tdap- Must have received Tdap (tetanus booster with pertussis protection) after the age of 11 years.
  - 4) Polio-4 doses after 6 weeks of age; 3 doses if at least one dose was given after 4 years of age.
  - 5) MMR- Measles, Mumps, Rubella- 1<sup>st</sup> MMR must be after the first birthday; 2 doses are required.
  - 6) Hepatitis B- 3 doses are required. (See school nurse or <https://www.azdhs.gov/phs/immunization/> for details).
  - 7) Varicella (Chicken Pox, VZV)- If dose is given under the age of 13, only one is required. If the dose is given over the age of 13, two are required. The history of the Chicken Pox disease must be previously documented to be acceptable.
  - 8) Meningococcal- One vaccine after the age of 11 years.

**Additional Information Recommended for Current High School Students 9-12 Grade**

- Transfer grades
- Unofficial Transcripts, Discipline and/or Attendance Records
- Junior & Senior Arizona residents test scores (AzMERIT/AzM2, AIMS Science, Civics, ACT). Junior or Senior students transferring from out-of-state will provide state (reciprocal) exam scores from their prior state of residence.
- Gifted scores, Academic Test Scores, Individualized Education Plan and/or 504 Plan, if applicable.
- Native American students may qualify for assistance and will need to complete Forms 506 and/or 305.

**If you have any questions, please contact your home school.**