

Francis Howell School District
RESIDENCY/ENROLLMENT CHECKLIST

**** Please Contact Your Assigned School for an Appointment**

Student Name: _____

Current Grade: _____ Date of Birth: _____

Parent/Guardian Enrolling Student: _____

Relationship: _____

Address/City/Zip: _____

ITEMS REQUIRED FOR REGISTRATION

- Proof of Parent/Legal Guardian Identification** – driver’s license or State ID card
- Proof of Student Identification/Age** – copy of birth certificate
- Proof of Student Immunization** – current immunization records. Shots must comply with Missouri State Law.
- Proof of Residency** – please check one
 - Homeowner/Renter** – two current utility bills (electric, gas, water, sewer or trash) with name and the billing address
 - In Process of Becoming a district Resident** – signed Sales contract without contingencies, with closing/occupancy date. (Occupancy date greater than 105 days out requires District approval)
 - Residing with a Friend/Relative** – Resident Affidavit
The friend/relative must provide two (2) current utility bills (electric, gas, water, sewer or trash) with name and the billing address, and the parent/guardian must provide two official pieces of mail (check stub, phone bill, insurance document, bank statement) with name and mailing address.
Affidavits must be notarized and renewed every year.
 - Residing in a hotel** – please contact the district office at 636-851-4110
 - Residing in a shelter** – please contact the district office at 636-851-4110

ITEMS REQUESTED FOR CLASSROOM PLACEMENT

- SPED Services** – (IEP, 504 Plan, etc...) – If student is receiving special services, a copy of the current plan is required for classroom placement.
- Transcripts are required for students in grades 6-12** – for classroom placement (Map, EOCs, ACTs and/or other standardized testing).