

# NEW STUDENT ENROLLMENT CHECKLIST



Parents/Guardians must enroll online and submit documentation for each student. Please be prepared to upload digital copies during the online enrollment process. **Students cannot attend school and Registrars cannot place students in classes until parents/guardians submit required paperwork and complete online enrollment.** Please visit: <http://www.eanesisd.net/enroll> to learn more about the enrollment process.

## REQUIRED DOCUMENTS

### \_\_\_ **2 Proofs of Residency**

- (1) Current signed lease, deed or contract, or most recent property tax receipt **AND**
- (2) Current utility bill for the property in the parent/guardian's name

**Transfer Students:** Provide copy of acceptance e-mail/letter

\_\_\_ **Birth Certificate** State law requires schools to have proof of a child's identity and age on file.

\_\_\_ **Social Security Card** Preferred, but optional. If no social security card, please communicate to Registrar at time of enrollment.

\_\_\_ **Valid Driver's License** State law requires a driver's license or valid state ID. Eanes ISD requires that the ID have the same address as student's proof of residency. Parents/Guardians have 30 days from the date of registration to provide a license with the correct address.

\_\_\_ **Immunization Record** Immunizations must be up-to-date. EISD requires a copy of the child's immunization record or a completed EISD Certificate of Immunization form. The record must include the month, day and year for each vaccine *and* a physician signature or clinic stamp. Please visit: <https://www.dshs.texas.gov/immunizations/school> to learn more about immunization requirements and exemption information.

\_\_\_ **Home Language Survey** State law requires a home language survey for each student who enrolls in a Texas public school for the first time. Survey available at: <https://eisd.info/home-language-survey>

## ADDITIONAL REQUIRED DOCUMENTS (IF APPLICABLE):

\_\_\_ **Special Education/ 504 Records if applicable** If a student receives Special Education or 504 services a copy of the current services records is required.

## EMERGENCY CARE PLAN/ACTION PLAN

If your child has a condition that COULD require treatment at school, please: (1) notify the school nurse, (2) ask your child's doctor to complete an EISD emergency care plan/action plan that prescribes and authorizes treatment, (3) sign the form to authorize treatment, and (4) bring the form and medications to the school nurse *before* the first day of school. Examples include: anaphylaxis, asthma, diabetes, seizures and other chronic health conditions. Download EISD care/action plans at: <https://www.eanesisd.net/dept/health/forms>.

\_\_\_ **Allergy/Anaphylaxis Emergency Care Plan** This form must be completed by the child's physician if the child has a *life-threatening* allergy

\_\_\_ **Asthma Action Plan** This form must be completed by the child's physician if the child is being *treated* for asthma

## REQUIRED DOCUMENTS FOR STUDENTS ENTERING 6<sup>TH</sup> – 12<sup>TH</sup> GRADE:

\_\_\_ **Unofficial Copy of Transcript** If a student entering grades 7<sup>th</sup> through 12<sup>th</sup> has taken high school credit course an unofficial copy of the student's transcript is requested at time of enrollment.

\_\_\_ **Report Card** The most recently completed report card is required. ADDITIONAL REQUEST: Report cards from the previous 2 years for students entering grades 6<sup>th</sup> – 8<sup>th</sup>.

\_\_\_ **Standardized Test Scores** The most recent standardized test scores. ADDITIONAL REQUEST: Test scores from previous 2 years for students entering grades 6<sup>th</sup> – 8<sup>th</sup>.

## REQUESTED DOCUMENT:

\_\_\_ **Physician's Report** A physical exam is strongly recommended when enrolling in Kindergarten.