

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

**Enrollment consists of the following:**

|                                                                     |                                                                                                              |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Online Enrollment Account                  | <input type="checkbox"/> Student Housing                                                                     |
| <input type="checkbox"/> Open Enrollment Application, if applicable | <input type="checkbox"/> Arizona Residency Documentation                                                     |
| <input type="checkbox"/> Student Data Sheet                         | <input type="checkbox"/> Student Health Documents                                                            |
| <input type="checkbox"/> Home Language Survey                       | <input type="checkbox"/> Birth Verification                                                                  |
| <input type="checkbox"/> Record of Prior Special Programs           | <input type="checkbox"/> Indian Student Eligibility Certification Title VI & Johnson O'Malley, if applicable |

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

- ☐ Government issued Photo Identification of parent/legal guardian enrolling the student. (Example: valid Driver's License).
- ☐ Primary Home Address Verification – 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, cellular phone)
  - 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.)
  - Temporary on-base billeting facility (for military families)
  - Consular identification card issued by a foreign government when the government uses biometric verification
  - 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 Verification – The person enrolling a student (except for homeless students) in the school for the first time, will be asked to produce a child's birth certificate. If one is not provided at the time of enrollment, a 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 – One of the following must be submitted, if applicable:
  - 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 (1) 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 (1) is required. If the dose is given over the age of 13, two (2) are required. The history of the Chicken Pox disease must be previously documented to be acceptable.
  - 8) Meningococcal- One (1) vaccine after the age of 11 years.

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

- ☐ Transfer report card or grades
- ☐ Transcripts, Discipline and/or Attendance Records
- ☐ Junior & Senior Arizona residents test scores (AzSci, 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 required documents.
- ☐ Course selection worksheet

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