

Registration Procedure

Documents Needed for Enrollment

New to District	Returning	First Time In US School
Report Card/Transcript	Complete Online Enrollment	Birth Certificate
		Parent/Guardian ID
		Proof of Residence
		Immunization Record

The following documents can be obtained within **30 days** of enrollment:

- **Proof of Residence** any of the following: (MUST BE PRESENTED ANNUALLY)
 - Current Utility Bill (water, light, or gas bill with parent/guardian name and address)
 - Lease agreement/Renter's contract
 - Notarized letter of residence if parents and students are living with a friend or relative who is the homeowner of a residence within the district.
- **Child's Immunization Record** (Must be up to date)
- **Child's Social Security Card** (optional)

Withdrawal Procedure

- **Campus administrator and counselor** must interview the parent to complete the **School Leaver Interview Form**, and sign the form.
- Withdrawals for vacations or family illness are not acceptable.