

# South St. Paul Public Schools

## Enrollment Documents



Once you have completed your online enrollment application, the documents below need to be submitted before your student's enrollment will be processed. Use any of the three methods mentioned to submit your documents.



### Current Immunization Record

- Digital download from guardian's health portal
- Printed and brought to the enrollment center at Central Square
- Scanned at home and emailed
- A photo taken and emailed
- Doctor's office can fax to 651-457-9485



### Age Verification

- Birth certificate
- Passport
- Physician certification
- Adoption certification
- Previous school records
- Religious record
- I-94 form



### Proof of Residency

- Current utility bill
- Property tax bill
- Payroll statement
- Bank statement
- Signed lease or purchase agreement
- Homeowners/Rental insurance
- Mortgage statement
- Health statement/bill
- Statement from post office showing change of address



### Legal Guardianship Documentation

- ONLY NEEDED IF the person enrolling the student is not the parent

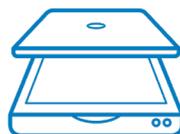
## Submitting Documents



#### Hard Copies

Brought or mailed to the Enrollment Center at Central Square (100 7th Ave N, SSP)

*Mailed copies will not be returned*



#### Digital Scans

Emailed to [enrollsspps@sspps](mailto:enrollsspps@sspps).  
or faxed to 651-457-9485



#### Digital Photos

Emailed to [enrollsspps@sspps](mailto:enrollsspps@sspps)

*When emailing, include the student's full name in the subject line*