Documentation Requirements for New Student Enrollment

In addition to completing the Online Enrollment process, Lake Travis ISD requires certain documents to verify identification, residency, academic information, and immunization records for new students. Listed below are the required documents. New students are defined as students who have never enrolled in LTISD as well as those students who were previously enrolled, withdrew and are now returning to LTISD.

1. **A government issued photo ID of parent/guardian enrolling a student.**

2. **Proof of residency documents:**

   A. Fully executed lease agreement, signed closing documents, most recent property tax statement, mortgage statement, or property deed in parent/guardian's name. *Documents that will not satisfy this requirement – driver's license, insurance bill, credit card statement, mail, application for utilities, lease application, disconnection notices, federal tax statements, residency documents for a business, or cell phone bill.* **AND**

   B. Utility Bill **–** water, electricity or gas – with parent/guardian's name and matching address for document submitted to satisfy #2 above, dated within 60 days of date of submission. *Documents that will not satisfy this requirement – insurance bill, application for utilities, disconnection notices, residency documents for a business, or cell phone bill.*

3. **Certified copy of student's birth certificate.**
   If one is not available, the parent must go to the Vital Statistics department to obtain either an original or request a free statement of date of birth verification.

4. **Up-to-date immunization records.**
   Records from an electronic health record system are accepted only if they include the clinic's contact information AND the provider's signature/stamp. A screenshot or print-out from your child's patient portal does not satisfy this requirement.

5. **The student's social security card.**
   Providing this is voluntary but is highly recommended. LTISD uses social security numbers in connection with state educational reporting systems and in assisting students with college applications.

6. **Academic records from the school the student most recently attended, if applicable.**
   The most recent transcript must be provided for students entering grades 6- 12. Final transcripts and other academic records for the current academic year must be submitted once available.

7. **Standardized test scores:** Test score documentation is optional for all students but is highly recommended if they are available.

8. **Legal documents** regarding the custody of the student if applicable, including documentation regarding foster care placement.