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ENROLLMENT DOCUMENTATION

Required Documents for Wichita Falls ISD Enrollment

*This document is designed to guide families through the **Wichita Falls Independent School District enrollment process** with clarity and ease. The front side provides a comprehensive checklist of all required documentation needed to complete enrollment, helping ensure a smooth and efficient experience. On the back, you'll find answers to frequently asked questions along with additional contact information for further support, so you have the resources you need every step of the way.*

1. Child's Documents

- Birth certificate
- Immunization record
- Social Security card

2. Parent/Guardian Identification

- Photo ID

3. Proof of Residency

Provide ONE of the following (must be dated within the last 60 days):

- Water bill
- Gas bill
- Electric bill
- Lease agreement
- Mortgage statement

4. Income/Eligibility Documentation

Provide ONE of the following for all working household members:

- SNAP letter or income documentation (from the last 30 days)
- Military orders
- Military ID
- Military disability letter
- Foster care paperwork

NOTE: Income/eligibility documentation is ONLY required for Head Start registration and is not required for K-12 enrollment.

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Frequently Asked Questions for Wichita Falls ISD Enrollment

What counts as income documentation?

Acceptable documents include a SNAP (food stamp) approval letter or pay stubs from the last 30 days for all working household members.

Do I need to bring income documentation if I receive SNAP?

No. A current SNAP letter can be used instead of pay stubs.

What if someone in my household was recently hired or doesn't have 30 days of pay stubs?

Bring whatever documentation is available (offer letter, recent pay stub), and the campus can help determine next steps.

What if I don't have my child's birth certificate?

Contact the campus. Staff can guide you on acceptable alternatives or how to obtain a copy.

Are copies of immunization records accepted?

Yes, as long as they're up-to-date and legible.

Can I use a phone bill or bank statement as proof of residency?

No. Only the listed documents are accepted.

What if I just moved and I don't have a bill yet?

Bring your lease agreement or mortgage paperwork. If unavailable, contact to campus for guidance.

What kind of ID (identification) is required for the parent or guardian?

A valid photo ID. This would include a driver's license, passport, state ID, etc.

Do I need to bring all documents at once?

Yes. Enrollment may not be finalized until all required documents are submitted.

Can I submit documents online?

Yes. Contact your campus directly for next steps if you're unable to complete enrollment in-person.

What if I'm missing a document?

Your enrollment may be delayed. Campus staff can help you understand what's still needed.

Why are these documents required?

They help verify your child's identity, residency, and eligibility for services to ensure accurate school records and compliance with state requirements.

If you have any questions or concerns, please don't hesitate to reach out for additional support

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