Sun Prairie Area School District

Futures depend on us...every child, every day.

ENROLLMENT REQUIREMENTS

The following items are needed to enroll online. Once you have started the enrollment process, you cannot exit without total completion.

1. **Proof of Sun Prairie Residency* (one of the following):**

- Lease Agreement with current address, names of people residing at the address, effective date and all parties' signatures.
- Current Utility Bill (within 45 days); gas, electric, cable, or city/village water with name and current address.
- Home Purchase Agreement or Offer to Purchase with the name of buyer and seller, and current address.
- For rental agreements that are not with an established rental organization (i.e. a private party), a second form of proof of residency verified by a third-party business is required (i.e. utility statement, renter's insurance).

We are not able to accept cell phone contracts, driver's license, or financial documents.

You can submit documentation in one of the following ways:

- Upload during the online enrollment process
- Mail or deliver to: Enrollment Registrar, 501 S. Bird Street, Sun Prairie, WI 53590
- Photographed and emailed

2. **Proof of Child's Age (one of the following):**

- Birth Certificate (to request a birth certificate, please go to: https://www.wrdaonline.org or call Wisconsin Department of Health Services at 608-266-1371)
- Current Passport
- Immunization Record

3. **Immunization Record (if available):**

You can acquire an electronic copy of an immunization record from your medical clinic or the Wisconsin Immunization Registry at: https://www.dhs.wisconsin.gov/immunization/wir.htm

4. **Contact Information:**

- Household Information - address and phone numbers
- Parent/Guardian Information - work and cell phone numbers, and email addresses
- Student Information - health, medication information
- Emergency Contact Information - names and phone numbers

5. Medications:

- If your student is taking medicine at school, please print and complete this form. Return it to school with your student.
- If you student is taking over the counter medication, please print and complete this form. Return it to school with your student.

6. Read the appropriate school handbook

7. Enrolling in 4-Year-Old Kindergarten? Click HERE for more information.

8. Complete Free or Reduced Lunch Application if income eligible.

- Click **HERE** for information.
- Click **HERE** for the Free and Reduced Form to complete.

9. Complete the Online Enrollment Form (could take 25 minutes to complete)

- Click **HERE** for NEW student online enrollment form

if you are unable to provide proof of address please email enroll@sunprairieschools.org to further discuss your situation.