

Registrar's Office

Child's Name _____ Grade _____

Registration Checklist

Office Use Only Student ID# _____ Lunch/Library# _____

Forms that needed to be filled out and returned to the Central Registrar's Office (located in the Elementary School)

- Registration Form
 - Consent for Release of Records
 - Health Information Form
 - Release of Medical Information (HIPAA)
 - Physical Exam form (filled out by physician and parent signature)
- Or**
- Permission for school physician to perform exam (physical exam form signed)
 - Dental Health Certificate Request (for grades Pre-K, K, 2, 4, 7 and 10 only)
 - Computer Use Form (MS/HS only)
 - Home Language Form
 - Free/Reduced Lunch Application

Items that need to be copied and brought in to the Central Registrar's Office

- Proof of Residency- Copy of **two** of the following:
 - Lease Agreement
 - Rental Agreement
 - Mortgage statement
 - Utility Bill, etc.
- Copy of Driver's License
- Copy of Child's Birth Certificate
- Copy of Academic Records/Grades to date/Current Schedule
- Copy of Child's Immunization Records
- Custody or Guardianship Papers (if applicable)
- Special Needs Information (i.e. Special education, 504 plan)