

Jr. Kindergarten & Kindergarten

ENROLLMENT INSTRUCTIONS & CHECKLIST

1. **Complete Pre-Enrollment** (access link is available on the enrollment webpage) Detailed instructions are included on each screen throughout this process.
2. **Uploaded the required documents** for your student(s) within Pre-Enroll. Keep your login information, as it will be needed to make updates to the submitted information. If you are unable to upload your information or prefer an in-person appointment – limited appointments will be available. Go to the enrollment webpage and click on the **APPOINTMENT** link for available dates/times.
3. **The enrolling office will contact you on the status of the enrollment** once the submission has been reviewed. Responses are NOT immediate; especially during the busy enrollment months of February-June + August ... we appreciate your patience.

SCHOOL OF CHOICE (SOC): A SOC application must be approved prior to a non-resident submitting enrollment. Visit the [SOC web page](#) for more information.

All forms and documents must be complete and submitted by a parent or legal guardian before your child attends school. A parent photo ID and/or legal guardianship documents are required for identification.

REQUIRED FORMS & DOCUMENTS:

- **Pre-Enrollment** – must be signed by a parent/legal guardian – Please sign with your full name.
- **Birth Certificate** – a copy will be accepted
- **Age Waiver** – for any student turning 5 years of age between September 2nd – December 1st.
- **Driver's License** – To verify relationship/identify parent(s) on the birth certificate.
- **Proof of Residency** – Provide a total of **2** of the following in the PARENT or GUARDIAN's name:
 - (1) Primary Residency Document: (Options noted below – **ONE** required.)
 - *Property Tax Statement*
 - *Lease* – Must have signatures, valid start and end dates of lease & all occupants' names.
 - If you RECENTLY closed on a home (within 60 days), please provide a copy of the *Property Tax Transfer Affidavit or Warranty Deed* from your closing documents. We cannot accept a Purchase Agreement.
 - (1) Additional Supporting Document: (Options noted below – **ONE** required, **FULL** Statement)
 - Utility Bill (Gas, Electric, Water or Cable/Internet) – You can find a current monthly statement in your account history online to download.
 - If you have recently closed on a home (within 60 days); A utility activation confirmation from a service listed above will suffice – name, service address and activation must be present.
 - Shared Household Affidavit will be needed if sharing a household - instructions included.
- **Immunizations & Vision Screening** – Must be current and up to date for all new enrollments.
- **Most Recent IEP or 504 Plan** – If your child receives special services (provide current IEP) or special accommodations (provide current 504 plan).

Additional forms/documents may be required pending your unique situation. Some forms can be found in the "[Additional Forms & Information](#)" section of the Enrollment website. If you do not see what you are looking for or need further assistance, please contact the Enrollment Office:

Enrollment Office Contact Information:

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