

New Student Enrollment Checklist Template

Child's Name: _____

Entering Grade: _____

Pre-Enrollment Documents:

- Student Application
- Seat Acceptance Form

Enrollment Documents (submitted by parent/guardian):

- Proof of Birth (birth certificate or passport)
- Proof of Address*
 - Utility Bill (gas, electric, or water bill. Must be within 60 days of the registration date)
 - Document from the City Housing Authority or the Human Resources Administration (must be within 60 days of the registration date & current address must appear on document)
 - Medical or Insurance Cards (current address must appear on card)
 - Paycheck (must include employer's address)
- Proof of immunizations
- Proof of recent physical examination

If parent/caregiver is subletting an apartment or house, or shares a living space, a notarized letter from the actual leaseholder or homeowner must accompany the proof of address submitted.

Enrollment Documents (to be completed by parent/guardian):

- New Student Registration Form
- Emergency Contact, Pick-Up, Sibling and Medical Information Form
- Family Attendance Agreement
- School-Based Health Clinic Medical Form
- Temporary Housing Questionnaire
- Home Language Questionnaire
- Special Education Questionnaire
- Student Information Release
- Release for Media Recording
- First Aid and Emergency Release
- DOE Student Ethnic and Race Identification
- Request for Student Records