Appendix 3

School Districts Student Enrollment Checklist

STUDENT NAME: __________________________ DOB: _____________

If you intend to transfer a student from one school district to another, this is a list of community requested items that schools request upon enrollment usually along with a completed application.

- Up to date certificate of immunization
- Birth Certificate (passport or baptismal certificate may also be acceptable)
- Transcripts
- Attendance Records
- Discipline Records
- Proof of Residency (Ex: Deed, rental agreement, utility bill)
- Double check to make sure ALL forms are completed and signed.

If you do not have current transcripts, attendance and discipline on your child, please contact his/her last public high school attended before the Education Advocate to ensure those documents are secured.

YOUR SCHOOL ENROLLMENT MEETING IS: _______________________
AT ____________________________