

Elementary Registrar/Bookkeeper Registration Guidelines

NEW STUDENTS K-5

MINIMUM REQUIRED FOR REGISTRATION

- Student Registration Form (Yellow Form)
- Student Health Form
- Home Language Survey
- Record Release Form (1st-6th grade students only)
- Kindergarten Physical (K students – within 30 days)
- Proof of Residence *
- Birth Certificate **
- Immunization Record
- Students Social Security or ID Number

MUST BE PROVIDED TO PARENT/GUARDIAN TO COMPLETE ****

- Insurance Form ****
- NSLA Nutrition Form ****
- Current Report Card
- Current IEP or 504 Accommodation Plan
- Legal Documents (i.e. student's medical, safety or custody issues)
- Other _____

- * Current Utility Bill (Water/Gas/Electric – NO Phone or Cable), Base Housing, Lease Agreement, Purchase Contract
- ** Hospital Birth Certificate must have SEAL, may accept registrar statement, baptismal certificate, passport, affidavit, Military ID, or previous school records in lieu of Birth Certificate
- *** Will assign student district generated ID number in the event the student's SSN is not supplied.
- ***** Homeless does not require proof of residence.

Student's Name _____

Grade ___ Teacher _____

RETURNING STUDENTS

MINIMUM REQUIRED FOR REGISTRATION

- Student Registration Form (Yellow Form)
- Student Health Form
- Home Language Survey
- Proof of Residence*

MUST BE COMPLETED TO PARENT/GUARDIAN TO COMPLETE ****

- Insurance Form ****
- NSLA Nutrition Form ****
- Current Report Card
- Current IEP or 504 Accommodation Plan
- Legal Documents (i.e. students medical, safety or custody issues)
- Other _____

GENERAL INFORMATION FOR ALL PARENTS

- Welcome Letter from Administration
- District Calendar
- Supply List
- Uniform Policy
- Website Information
- School Menu
- PTA/PTO Information
- Volunteer Registration
- Business Partners Information
- Substitute Information
- Other _____

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