



**THE FOLLOWING DOCUMENTS MUST BE PROVIDED BEFORE  
STUDENT ENROLLMENT CAN BE COMPLETED:**

- Original/certified or copy of birth certificate
- Up-to-date immunization record
- Two proofs of residency (see below)

**PROOF OF RESIDENCY ITEMS:**

All new enrollments must be submitted with **TWO** proof of residency items. Residency items must provide correct address and parent/guardian name. One item must contain a picture identification. Examples are listed below:

- Driver's license
- State ID
- Passport

Examples of acceptable forms for the second required proof of residency are provided below (must be current or within 2 months):

- Utility bill
- Mortgage/lease agreement
- Mortgage statement
- Property tax statement
- Purchase agreement
- Payroll stub/welfare check stub/social security check
- Vehicle insurance bill/proof of insurance
- Bank statement

\*If the address is a new residency and the parent/guardian cannot provide a utility bill, a start-up order from the utility provider will be accepted temporarily. The start-up order needs to contain the parent/guardian's name, date of start-up service, address, and confirmation number. The first bill received from the utility provider will need to be provided to the school office.