

# Enrollment Checklist for Sibling Early Assignment

Help us serve you better by using this checklist as you collect the information and documents necessary for enrolling your child in Seattle Public Schools.

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## New Student Checklist

### [School Application Form](#)

Complete all information, including phone numbers, and sign the form.

### [Registration Form](#)

Complete both sides and sign the form. Include any Court documents relating to guardianship or a parenting plan, if applicable.

### [Certificate of Immunization Status \(CIS\) Form](#)

*We cannot accept a "shot record" from your child's doctor or health care provider. Washington State requires that you use the official CIS form, which is to be completed and signed by the parent/guardian.*

### **Photo ID of the parent/guardian registering the student**

If faxing a photo ID, please be sure it will be legible by making a light copy first and then faxing the copy.

### **Two Address Verification Documents**

Current telephone, utility, or cable bills; lease or mortgage information; insurance documents; or documents from public agencies such as Courts or DSHS.

### **Birth Certificate** (or similar document such as a passport)

Preschool, kindergarten and first grade only.

## Current Student Checklist

### [School Application Form](#)

Complete all information, including phone numbers, and sign the form.

**If your address has changed, you will also need to submit...**

### [Registration Form](#)

Be sure to complete both sides and sign the form.

### **Two Address Verification Documents**

Current telephone, utility, or cable bills; lease or mortgage information; insurance documents; or documents from public agencies such as Courts or DSHS.

## **ENROLL by mail**

Enrollment Services  
MS 11-161  
PO Box 34165  
Seattle, WA 98124-1165

## **by fax**

(206) 252-0761

## **in person**

At an Enrollment Center or the Bilingual Family Center



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