

Enrollment Checklist

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

New Student Checklist

FORMS

- School Application Form** Complete all information, including phone numbers, and sign the form. List **at least three** choices – more if you like – in order of preference.
- 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.
- Special Education Packet**
For students who have an Individual Education Plan (IEP)

DOCUMENTS

- 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 additional 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) for Preschool, Kindergarten, and 1st grade only.

Current Student Checklist

- School Application Form** Complete all information, including phone numbers, and sign the form. List **at least three** choices – more if you like – in order of preference.

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

- Registration Form** Complete both sides and sign the form. Include any Court documents relating to guardianship or a parenting plan, if applicable.
- 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 (see page 37 for important information about faxes)
- in person at an Enrollment Center or the Bilingual Family Center

