

# 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** Washington State requires that you use the official CIS form. The parent/guardian must fill out and sign the CIS form, or complete a Certificate of Exemption.
- 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. \* FOR LEASE ONLY: You may be required to provide additional proof in 6 to 8 weeks; such as utility, electricity or cable bill.
- Birth certificate** (or similar document such as a passport) for Preschool, Kindergarten, and 1<sup>st</sup> 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

