

ENROLLMENT CHECKLIST

Please help us serve you better by using this checklist to prepare for the online enrollment process and collect the documents necessary for enrolling your student.

SECTION 1: STUDENT LEGAL NAME AND BIRTHDATE DOCUMENTATION

- Acceptable documents are 1 of the following: birth certificate (original or copy), I-94, passport, hospital birth record
 - If born in Minnesota, birth certificate information may be obtained from the Hennepin County Services Center automated information line at (612)348-8240.
 - If born outside of Minnesota, contact the city or state health department where the student was born.

SECTION 2: PARENT/GUARDIAN RELATIONSHIP VERIFICATION

- Only legal biological or adoptive parents are allowed to enroll a student. If you are **not** the legal biological parent of this student, one of the following forms or appropriate documentation will be required. The appropriate form is available after you register in the system and will need to be printed, signed, and uploaded when you begin the enrollment process.
 - Adoptive Parent – adoption documentation
 - Legal Guardian – guardianship documentation
 - Foster – Foster Home Information Form
 - Care and Treatment – Care and Treatment Form
 - Ward of the State – Foster Home Information Form
 - Other – Parental Release Form
- Court Orders. Upload any documents related to guardianship or custody limitations, if applicable.

SECTION 3: RESIDENCY VERIFICATION

- This document must show the name and address of the parent/guardian or other person having legal custody of the student.
 - Address Verification documents may include
 - Utility Bill [dated within 60 days of requested enrollment] – electric, gas, water, solid waste, sewer, telephone (landline, VOIP), internet services, TV (cable, satellite)
 - Lease Agreement-must be signed by lessee and lessor and show the lease period (start date – end date)
 - Purchase Agreement – (Dated within 60 days of enrollment) – must be signed and show the purchase date

SECTION 4: EMERGENCY, HEALTH AND IMMUNIZATION

- A minimum of two emergency contacts and their phone numbers
- Immunization Record including month/day/year for all required vaccines is required **OR** Notarized Conscientious Exemption form
- Student medications and any health concerns

SECTION 5: ADDITIONAL STUDENT INFORMATION

- Education Plans** (Required only if student was last enrolled outside this district).
If available, please upload an IEP (Individual Education Plan), 504, or special education testing documents, if applicable. Records will be requested from the previous school district. Enrollment may be delayed until records are received and reviewed to determine the best placement for your child.
- Early Childhood Screening Verification** (Early Childhood and Kindergarten enrollments only)
Required only if the student did not complete his/her early childhood developmental screening in this district. Screen verification must be submitted within 30 days of attendance.
- Transcript (Grades 7 – 12 only)** (Required only if student was last enrolled outside this district.)
If available, please upload the most recent student transcript records. Records will be requested from the previous school district. They will be reviewed and enrollment may be delayed until records are received.
- Day Care.** Day care provider name, address and phone number.
- Previous School.** Including previous school name, district, city, state, and dates of attendance for all previous schools attended