

## Registration Document Checklist

### Documents required when registering a student:

A student may not be registered until all documentation has been submitted. Please bring it to your appointment.

#### 1. **Proof of age** - one (1) of the following documents:

- Original birth record (with official raised seal)
- Baptismal or church certificate (notarized/certified and showing date of birth)

#### 2. **Immunization status** -

- Written statement by a physician stating that the physical condition of the child warrants medical exemption from inoculations.
- Written statement signed by parent/guardian that the child's religious denomination opposes tests and inoculations.

#### 3. **Proof of residency** -

- Mortgage statement that provides property description
- Lease or a notarized Landlord Affidavit. The lease shall be current and must indicate the term of the lease, the address of the lease property, the name of the property owner, the name of the lessee, and a listing of tenants.
- Public assistance or social security issued within the past 60 days indicating physical address of residence.
- Utility Bill within the last 60 days.

In addition, a copy of the court order or custody agreement is required to be provided if the parents are separated or divorced and the enrolling parent is relying on the order or agreement as the basis for enrolling the child.