



## PARENT/GUARDIAN CHECKLIST FOR REGISTRATION

Please use this checklist as a guide to ensure you have all of the required documents for your registration appointment.

### Three (3) Proofs of Residency

- Deed, Lease, Real Estate Tax Bill or Settlement Papers
- Current Utility Bill (Electric, Cell Phone, Telephone or Water)
- Driver's License and Vehicle Registration

### Parent/Guardian Identification (Picture ID)

- Valid Driver's License or Passport

### Required Student Documents

- Student must be 5 years of age on or before September 1<sup>st</sup> of the current year.
- Child's Birth Certificate, Passport, or Baptismal Certificate
- Guardianship or Custody Documents from Court
- Immunizations up to date for school age
- Report Card/Transcript
- Physical and Dental Examination
- Individualized Education Plan (IEP) or 504 Service Agreement if applicable

### Immunization Records Children IN ALL GRADES need the following:

- 4 doses of tetanus\* (1 dose on or after the 4<sup>th</sup> birthday)
- 4 doses of diphtheria\* (1 dose on or after the 4<sup>th</sup> birthday)
- 3 doses of polio
- 2 doses of measles\*\*
- 2 doses of mumps\*\*
- 1 dose of rubella (German measles)\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) vaccine or history of disease
- A Tuberculosis (TB) test **with negative reading** is required of any new enrollee from foreign countries, homeless, TB endemic area and any situation deemed high risk.

\* Usually given as DTP or DTaP or DT or Td

\*\* Usually given as MMR

### Children ENTERING 7<sup>th</sup> grade need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)  
(if 5 years has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)
- **REGISTRATION IS CONSIDERED INCOMPLETE AND THE CHILD WILL NOT BE CONSIDERED REGISTERED IF ANY OF THE INFORMATION ABOVE IS MISSING**