

High School Enrollment Checklist 2008

Student Name: _____ DOB: _____ Date: _____

DO NOT ENROLL WITHOUT THE FOLLOWING INFORMATION:

- Birth Certificate (exact name should be entered into SASI)
- Parent ID (Drivers License or State Issued Photo ID)
- Verification of Residence (provided by legal guardian: guardian must be present; principals must sign form or approval from Central Office.
Transportation Number: 224-1385)
- Immunization Records (In-compliance)
- Divorce Decree (if needed)

STUDENT RE-ENROLLING:

- New Proof of Residence
- Check Drop File for Previous Record
- Withdrawal Grades
- Clear Obligations
- Release of Information- transcript, discipline, etc.

ALL STUDENTS:

- Enrollment Information Sheet (Please make sure that you have proper documentation and make appropriate contacts where necessary.)
 ESL, 504, Migrant, IEP-Current IEP/Diagnostic Summary
- Discipline (*If currently suspended from another school the student should not be enrolled.*)
- SASI Enrollment Sheet
- Health History Form
- Emergency Procedure Card (check front and back)
- SRI Test/Report
- Parent Connect Form
- Student/Parent Student Conduct Form (check signatures)
- Diploma Card (Seniors Only)
- Student Technology Acceptable Use Form (Board Policy)
- Cable TV Acceptable Use Form (Board Policy)
- Media Permission Form
- Cable Access Form (Board Policy)
- Foster Care /Group Home Enrollment Form (when appropriate)
- New Student Form for Ambassador Program
- Declaration of Intent (AFS Students)
- Auto Registration Card
- Locker Assignment
- Bus Assignment

Other Items:

- Parent Connect Information
- School Map
- Calendar
- Planner/Handbook
- Free and Reduced Lunch Packet
- Athletic Options
- Activities Options
- Career Information (Missouri Connections)
- Course Book (if arriving after the start of the year)
- Student Photo (after school pictures have been taken)

Missing Information: _____ _____
Enrollment Completed: _____ Schedule Received: _____
Date: _____ Signature: _____