

Family document checklist

Use this checklist to gather records. Contact the office if a document is missing or you need help.

Student name

School year / entering grade

Documents to provide as applicable

Check the records you are including or have already provided. The office will help confirm which records apply to your child; this checklist is not an admission decision.

- ☐ Completed admissions forms
- ☐ Parent or guardian identification
- ☐ DH 680 or official exemption
- ☐ Guardianship / custody documents
- ☐ IEP / Section 504 plan, if applicable
- ☐ Proof of age / birth certificate
- ☐ Proof of residence / waiver
- ☐ School-entry health exam record
- ☐ Previous school records
- ☐ Medication / medical action plans

Records still being gathered

Missing documents or questions for the office

Expected date or next step

Family checklist reminders

Review the emergency contacts and authorized pickup list. Complete the screening and media permission choices. Read the parent agreement, handbook and bus rules if your child will ride the bus. Sign every applicable acknowledgment.

For transfer students, include the latest report card and any available learning-support records. Use the records request on the next page to help the school obtain official records.

Acknowledgment and signature

Parent or guardian printed name

Date

Parent or guardian signature