



School Enrollment Checklist

Traditional Schooling

Before enrolling your child in a new school, make sure you have the following essential documents ready. Keeping everything organized will make the process smoother and stress-free.

Proof of Address

Examples: Utility bill, lease agreement, mortgage statement, or official government correspondence.

Tip: Ensure the document shows your current address and is recent (within the last 2–3 months).

Child's Birth Certificate or Passport

A certified copy may be required.

Tip: Some schools may also request a copy of your child's Social Security card.

Immunization Records

Include all up-to-date vaccination forms or exemption documentation if applicable.

Tip: Check your state's specific requirements—some schools require additional immunizations.

- [CDC School Immunization Requirements](#)
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Recent Report Cards or Transcripts

Especially important if transferring mid-year or from another district.

Tip: Include any standardized test results, honors, or awards that highlight your child's academic progress.

IEP or 504 Plan (if applicable)

Include current evaluations, plans, or recommendations.

Tip: Contact the school's Special Education Coordinator ahead of time to discuss accommodations and supports.



Additional Tips for a Smooth Enrollment

- **Transferring Mid-Year?**
Reach out to your local school district for guidance on timing, transfer paperwork, and enrollment windows.
- **Private or Charter Schools?**
Be prepared for additional steps like entrance exams, essays, or interviews. Each school may have different deadlines—start the process early to avoid missing critical dates.
- **Organize Digitally & Physically**
Keep both paper copies and scanned digital files in a secure folder. This makes it easier to submit documents quickly or reference them later.
- **Communicate Early**
Ask questions about registration requirements, deadlines, and special programs. Building a relationship with the registrar or admissions office can help smooth any challenges.

Helpful Resources

- [GreatSchools Enrollment Guide](#)
- [NCES School Finder](#)
- [U.S. Department of Education School Locator](#)

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