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|-----------------------|-----------------------------------|
| ___ Family #Assigned | ___ CIMS |
| ___ Documents Scanned | |
| ___ V/R | ___ BC ___ Phys. ___ Shots ___ TB |
| ___ Cust | ___ IEP ___ Prev. Records ___ V/R |

REGISTRATION CHECKLIST

Student Name: _____

Date: _____

School: _____

Student ID#: _____

Grade: _____

School Year: _____

Welcome to the Spotsylvania County School District!

Listed below are required documents needed to register your child(ren). All required documents must be provided before the student can be registered. If you are having difficulty obtaining the required documents, please contact school personnel for assistance.

Please be aware that Virginia state law makes it a crime to provide false or inaccurate information to enroll a student in school.

- ___ BIRTH CERTIFICATE
- ___ PARENT/GUARDIAN ID (Drivers License or Photo ID)
- ___ IMMUNIZATION AND HEALTH RECORD (With A Doctor/Nurse Signature) This is needed before the first day of school.
- ___ TUBERCULOSIS RISK ASSESSMENT FORM
- ___ MOST RECENT REPORT CARD OR YEAR ENDING REPORT CARD (if school is in session at the time of registration)
- ___ OFFICIAL HIGH SCHOOL TRANSCRIPT (GRADES 9-12 AND ANY HIGH SCHOOL COURSES TAKEN WHILE IN MIDDLE SCHOOL)
- ___ LEGAL CUSTODY/GUARDIANSHIP DOCUMENTS (If Applicable) PLEASE NOTE: TEMPORARY GUARDIANSHIP IS NOT ACCEPTED. YOU MUST HAVE FULL GUARDIANSHIP APPROVED BY THE COURT SYSTEM AND SIGNED BY A JUDGE
- ___ TRAVEL HISTORY FORM
- ___ HOME LANGUAGE SURVEY
- ___ MILITARY CONNECTED FORM
- ___ RESIDENCY REQUIREMENTS (Choose The Appropriate Box Below)

| <u>RESIDENCY REQUIREMENTS:</u> | <u>RESIDENCY REQUIREMENTS:</u> | <u>RESIDENCY REQUIREMENTS:</u> |
|---|---|--|
| <p>I AM THE HOMEOWNER (NOTE: THIS MUST BE YOUR PRIMARY RESIDENCE)</p> <p>MUST BRING IN ONE THE FOLLOWING:</p> <p>___ MORTGAGE STATEMENT, DEED, SALES AGREEMENT OR TAX BILL FOR THE RESIDENCE</p> <p style="text-align: center;">AND</p> <p>ONE OF THE FOLLOWING:</p> <p>___ ONE UTILITY BILL (ELECTRIC, WATER, GAS OR CABLE/SATELLITE ONLY)</p> <p>___ VOTER REGISTRATION</p> <p>___ AUTO REGISTRATION</p> <p>___ PAYROLL STUB</p> <p>___ PERSONAL PROPERTY TAX RECEIPT</p> <p>___ W2 FORM</p> <p>___ 2 MONTHS OF BANK STATEMENTS</p> | <p>I RENT</p> <p>MUST BRING THE FOLLOWING:</p> <p>___ CURRENT SIGNED AND BONAFIDE LEASE, RESIDENCE MANAGER LETTER (MUST INCLUDE CONTACT INFORMATION)</p> <p style="text-align: center;">AND</p> <p>ONE OF THE FOLLOWING:</p> <p>___ ONE UTILITY BILL (ELECTRIC, WATER, GAS OR CABLE/SATELLITE ONLY)</p> <p>___ VOTER REGISTRATION</p> <p>___ AUTO REGISTRATION</p> <p>___ PAYROLL STUB</p> <p>___ PERSONAL PROPERTY TAX RECEIPT</p> <p>___ W2 FORM</p> <p>___ 2 MONTHS OF BANK STATEMENTS</p> | <p>I LIVE WITH ANOTHER SPOTSYLVANIA COUNTY RESIDENT</p> <p>MUST BRING THE FOLLOWING:</p> <p>___ *VERIFICATION OF RESIDENCY AFFIDAVIT FORM</p> <p style="text-align: center;">AND</p> <p>___ PROOF OF THE HOMEOWNERS RESIDENCY (PLEASE REFER TO "I AM THE HOMEOWNER").</p> <p style="text-align: center;">AND</p> <p>PARENT/GUARDIAN MUST BRING ONE OF THE FOLLOWING:</p> <p>___ ONE UTILITY BILL (ELECTRIC, WATER, GAS OR CABLE/SATELLITE ONLY)</p> <p>___ VOTER REGISTRATION</p> <p>___ AUTO REGISTRATION</p> <p>___ PAYROLL STUB</p> <p>___ PERSONAL PROPERTY TAX RECEIPT</p> <p>___ W2 FORM</p> <p>___ 2 MONTHS OF BANK STATEMENTS</p> |

SPECIAL ENROLLMENT CASES:

- ___ Approved Release From Homeschooling
- ___ Homeless Status
- ___ Military Orders

- ___ Letter of Acceptance from the SCS School Board For School Employees
- ___ Foster Care: If the student is currently in foster care please indicate what agency has custody _____
- ___ Approval From SCS Board For Foreign Exchange Student

School Official

Date