New Student Registration Documents/Information Checklist

Use this checklist in preparation for online registration. Some documents are required to be uploaded during the registration process.

- **Proof of Child’s Age**
  - Birth Certificate, Baptismal Certificate, or Valid Passport

- **Immunization Records** – subject to review by School Nurse for compliance

- **Proof of Residency** - Property Deed or Current Rental Lease AND

- **Proof of Residency – 2 Supporting Documents (from the following list)**
  - Current Utility Bill/Cable Bill
  - Current Credit Card Bill
  - Current Bank/Loan Statement
  - Current Mortgage Statement
  - Current Vehicle Registration
  - Insurance Statement
  - Property Tax Bill

- **Physician and Dentist Name and Phone Number**

- **Parent/Guardian Picture Identification** - Driver’s License, State ID card or US Passport

- **Emergency Contacts (2) Name and Phone Number**

- **Your child’s prior school transcript, report card and name, address, and phone number of school.**

- **Legal Custody Order if applicable**