



NEW STUDENT REGISTRATION CHECKLIST

Student's Name _____ Entering Grade 2019-2020 _____

Pre-Enrollment Documents:

- ☐ Student Application

Enrollment Documents (submitted by parent/ guardian):

- ☐ Proof of Birth (birth certificate or passport)
- ☐ Photo ID of Parent or Guardian registering the student
- ☐ Two types of Proof of Address
(**Must contain the parent's name and be dated within the past 12 weeks.**) Examples include: copies of current land-line telephone, utility, or cable bills; mortgage information; renters or homeowners insurance documents; or documents from public agencies, such as Courts or DSHS. Lease or rental agreements must include the first page and the signature page. We can't accept personal correspondence or copies of envelopes.

Enrollment Packet Checklist (to be completed by parent/ guardian):

- ☐ New Student Registration Form
- ☐ Handbook/Attendance Policy w/ Signature
- ☐ Washington State Department of Health Certificate of Immunization Status Form
- ☐ Vaccine Requirements Form
- ☐ Certificate of Immunization Exemption Form
- ☐ Authorization for Treatments and Procedures to be Performed at School
- ☐ Authorization for Medications to be Taken at School
- ☐ Student Housing Questionnaire
- ☐ Home Language Survey
- ☐ Special Education Questionnaire
 - ☐ Copy of Individual Education Plan (if applicable)
- ☐ Special Education Release of Information
- ☐ Student Ethnicity and Race Identification Questionnaire
- ☐ Media Release Form
- ☐ Field Trip Authorization
- ☐ Volunteer Interest Form (if applicable)
- ☐ Volunteer Screening Form (if applicable)
- ☐ Transportation Form
- ☐ Meal Application Forms (available July 1st)

Student File Requirements (to be completed by Ashe' Prep staff):

- ☐ Initial Request for Student Records sent: _____
- ☐ Follow-up Request for Student Records sent (if applicable): _____
- ☐ Follow-up Request for Student Records sent (if applicable): _____
- ☐ State Assessment Results
- ☐ Copy of Student Report Cards
- ☐ Copy of Student Attendance Records (annual)