

New School Enrollment Checklist

STUDENT INFORMATION

Name: _____ Start date: _____
Grade _____ School _____
Level: _____ Name: _____

PREP FOR ENROLLMENT

- Bring proof of legal guardianship (DCS letter & personal ID)
- Bring any available documentation (birth certificate, immunization records)

POLICIES (STUDENT HANDBOOK)

- Obtain copies of (or access to) school policies.
 - Academics & Extracurricular (Curriculum, Grading, Homework, etc.)
 - Admission, Registration, Immunization Requirements
 - Attendance
 - Bus Transportation & Safety
 - Code of Conduct & Discipline
 - Dress Code
 - Electronic Devices & Internet Usage
 - Health & Medication
 - Healthy Meals
 - School Safety & Security
 - Student Records
 - Textbooks & Fees
 - Visitors

STUDENT INFORMATION SYSTEM

- Obtain access to SIS.
 - Name of SIS: _____
 - Website address: _____
 - Username: _____
 - Password: _____

SCHOOL CALENDAR

- Obtain copy of district &/or school calendar(s).
- Calendar(s) should include:
 - Daily start/end times
 - School holidays/breaks
 - Grading periods
 - Standardized assessments
 - Extracurricular activities (as needed)
 - Other school-sponsored events (as needed)

CONTACT INFORMATION (NAME & TELEPHONE/EMAIL)

- Homeroom Teacher or Guidance Counselor: _____
- For reporting absences: _____
- For Special Education questions or concerns (as needed): _____
- For discipline questions or concerns (as needed): _____
- District/School/Teacher websites: _____
- Other (please specify): _____

****SUBMIT COMPLETED FORM TO EDUCATIONAL ADVOCATE NO LATER THAN 7 DAYS AFTER INTAKE**
VIA EMAIL tmansfield@adultandchild.org OR FAX 317-632-6149.**