



# AUBURN SCHOOL DISTRICT

## STUDENT REGISTRATION CHECKLIST

<p><b>Gather Documentation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Proof of Residency</b> <ul style="list-style-type: none"> <li>➤ Example: lease or utility bill</li> </ul> </li> <li><input type="checkbox"/> <b>Immunization Records</b> <ul style="list-style-type: none"> <li>➤ Medically verifiable</li> <li>➤ Download from MyIR</li> </ul> </li> <li><input type="checkbox"/> <b>Previous School Information</b> <ul style="list-style-type: none"> <li>➤ Report Card or Transcript</li> <li>➤ Withdrawal Grades</li> <li>➤ Attendance/discipline</li> <li>➤ IEP, if applicable</li> </ul> </li> <li><input type="checkbox"/> <b>Proof of Age</b> <ul style="list-style-type: none"> <li>➤ For Kindergarten</li> <li>➤ Example: a birth certificate</li> </ul> </li> </ul> <p><b>What if I don't have all of these documents?</b></p> <p><i>Upload what you do have and our office staff will work with you to obtain the rest.</i></p> <p><i>Incomplete paperwork may delay a student's start date.</i></p>	<p><b>Fill Out Forms Packet</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Residency Verification Form</b> <ul style="list-style-type: none"> <li>➤ If you live with someone else, also fill out the Co-Residency Form</li> </ul> </li> <li><input type="checkbox"/> <b>Certificate of Immunization Status</b> <ul style="list-style-type: none"> <li>➤ DON'T fill out if you download records from MyIR</li> <li>➤ DO fill out if you will be attaching records</li> </ul> </li> <li><input type="checkbox"/> <b>Student Health History</b> <ul style="list-style-type: none"> <li>➤ Required for all new students</li> <li>➤ Updated on an annual basis</li> </ul> </li> <li><input type="checkbox"/> <b>Home Language Survey</b> <ul style="list-style-type: none"> <li>➤ Required by OSPI to determine language services</li> </ul> </li> <li><input type="checkbox"/> <b>Housing Questionnaire</b> <ul style="list-style-type: none"> <li>➤ Required only if you don't own/rent a home</li> </ul> </li> <li><input type="checkbox"/> <b>Attendance Policies</b> <ul style="list-style-type: none"> <li>➤ Required for ASD enrollment</li> </ul> </li> </ul>	<p><b>Complete Online Pre-Registration</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Fill out the pre-registration application</b> <ul style="list-style-type: none"> <li>➤ An email address is required</li> </ul> </li> <li><input type="checkbox"/> <b>Attach documentation</b> (from step 1) <ul style="list-style-type: none"> <li>➤ Scan and combine into a single file</li> <li>➤ Proof of residency</li> <li>➤ Immunization Records</li> <li>➤ Previous School Information</li> <li>➤ Proof of Age (Kindergarten)</li> </ul> </li> <li><input type="checkbox"/> <b>Attach forms packet</b> (from step 2) <ul style="list-style-type: none"> <li>➤ Residency Verification</li> <li>➤ Certificate of Immunization Status</li> <li>➤ Student Health History</li> <li>➤ Home Language Survey</li> <li>➤ Housing Questionnaire</li> <li>➤ Attendance Policies</li> </ul> </li> <li><input type="checkbox"/> <b>Submit application</b> <ul style="list-style-type: none"> <li>➤ Upon submission, a school official will contact you to finalize your application and receive a start date for your student</li> <li>➤ Note: a completed enrollment packet is required to register your student. Incomplete paperwork may delay a student's start date.</li> </ul> </li> </ul>
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