

School Registration Checklist

Documents and steps parents need to enroll or register a child in school.

Identity and age documents

- Locate your child's birth certificate or proof of age.
- Bring a passport or official photo ID if required.
- Gather any custody or guardianship paperwork.
Required when legal guardianship is involved.
- Confirm the spelling of names matches across documents.
- Make copies of each document before your visit.

Proof of residency

- Gather a recent utility bill in your name.
- Bring a lease, mortgage or property statement.
- Add a second residency document if required.
Many districts ask for two separate proofs.
- Confirm the address matches your school zone.
- Bring originals plus copies as requested.

Health records

- Obtain up-to-date immunization records.
- Bring a recent physical exam if required.
- Gather any dental or vision screening records.
- Prepare an allergy or medical action plan.
- List any medications the school must store.
- Include health insurance details if requested.

Registration forms

- Download or collect the enrollment forms.
- Complete the main registration application fully.
- Fill in emergency contact and pickup forms.
- Sign any policy, media and consent forms.
- Request records transfer from a previous school.
- Complete transportation or bus route requests.

Final steps

- Submit all forms and documents to the office.
- Confirm the registration is accepted and complete.
- Set up the parent portal or school account.
- Note key dates such as orientation and the first day.
- Ask about supply lists and any fees due.
- Keep copies of everything you submitted.