



## Enrollment Documents

In accordance with State, and District guidelines, the following documents must be presented at the time of enrollment.

### **Lack of proper documentation can delay the enrollment process.**

- Birth Certificate, Baptismal Certificate, or Passport.
- Proof of Residency—the following are acceptable
  - A deed
  - A lease
  - Current utility bill
  - Current credit card bill
  - Property tax bill
  - Vehicle registration
  - Driver's license
  - DOT identification card
- Immunization Records from physician  
See attached for listing of required immunizations
- School Records  
Last Report Card or Transcript  
Grades to date at time of withdrawal from previous school  
Name, complete address, and phone number of previous school
- Special Education Records (if applicable)  
IEP (Individual Education Program)  
ER (Evaluation Report)  
Notice of Recommended Educational Placement  
Psychological/Psychiatric Reports

Questions, please call Ms. Mine Gulumoglu, Central Registrar at (570) 226-4557 ext. 3000