



*New Student Registration Checklist*

**You MUST have the following documents to register a new student...**

**The following information is required by law in order to enroll a new student. If any of these items are missing, we will not be able to complete the registration process.**

- [ ] **Withdrawal Form/Transcript/Report Card** - Obtained from previous school.
- [ ] **Registration form** - signed by Custodial guardian.
- [ ] **Custodial Guardianship** - This form must show proof. A copy of the Divorce Agreement is required to establish physical and custodial rights (if this applies to you). If student is not living with the custodial guardian, you must complete Power of Attorney or meet with Student Services at Alpine School District Offices.
- [ ] **Birth Certificate** -Original to be copied. We can no longer accept the wallet size birth certificates.
- [ ] **Immunization Records** - You must have current TD booster, 3 Hepatitis B and 2 Varicella (Chickenpox), 2 Hepatitis A and Meningococcal vaccines for all new students. (see attached pink card for details). If shots are needed, contact the Public Health Department.
- [ ] **Proof of Residency** -You need one of the following: Utility bill, lease agreement, or a purchase agreement. A notarized letter is required if you are living with another family.
- [ ] **Special Education** - If your student has been serviced in Special Education classes, you will need to contact the previous school to obtain a current copy of the IEP. An appointment will need to be made with our Special Education Dept prior to classes being scheduled.
- [ ] **Internet Usage Form** – Must be filled out and returned.

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 number.....