

Proud Traditions. . . Unlimited Possibilities

# New Student Enrollment Documentation

#### **Required Documents**

- □ Proof of Birth (Immunization records will suffice if they include the student's date of birth)
- □ Immunizations Record
- □ Proof of Residency (Required for K-12 and ECSE students)
- □ Child Health Form (Required for Preschool Students)

(Parents/Guardians will receive the online enrollment link via email upon receipt of all documents.)

### **<u>Grade Specific Documents</u>** (Not required for enrollment, but may be turned in to District Office)

- □ Preschool: Preschool Physical (must be turned in to school before 1st day of attendance)
- □ Kindergarten: Vision Screening and Dental Checkup Records (must be turned in to school up to 6 months after the 1st day of attendance)
- □ 3rd Grade: Vision Screening (must be turned in to school up to 6 months after the 1st day of attendance)
- □ 9th Grade: Dental Checkup Records (must be turned in to school up to 6 months after the 1st day of attendance)

Student:, Last Name	First Name	Grade:		□ Open Enrolling					
Student:, Last Name	First Name	Grade:	□ In Foster Care	□ Open Enrolling	□ Has an IEP				
Student:, Last Name	First Name	Grade:	□ In Foster Care	□ Open Enrolling	□ Has an IEP				
Student:, Last Name	First Name	Grade:	□ In Foster Care	□ Open Enrolling	□ Has an IEP				
Student:, Last Name	First Name	Grade:			□ Has an IEP				
Parent/Guardian Name(s):									
Parent/Guardian Phone Number(s):									
Parent/Guardian Email Address(es):									

Please check only if any apply



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# New Student Proof of Residency

(Required for K-12 and ECSE students)

When a new student enrolls, residency **must** be verified. The parent/guardian needs to complete this form **and provide proof of residency**.

Address:						
	Address			Apt/Lot#		
-						
City		Zip				
Effective Da	ite: <u>/ /</u>	Temporary Address: Yes	No	If Yes, please explain:		

Please check the document you have included with this notice (only 1 is required)

□ Printed Verification page from Assessor's website

- Current Mortgage Statement or Property Tax document
- Lease Agreement with Term listed, signed by Landlord and Parent/Guardian
- □ Settlement Statement or Warranty Deed from New Home Closing
- □ Purchase Contract with Possession/Closing Date signed by All Parties; or
- Current Utility Bill or Utility Deposit Receipt with Service Address and Service Dates shown

Document must be complete, in the Parent or Guardian's name, and show the address.

### Email/Fax/Mail or Bring Your Complete New Student Packet To:

- Email Address: <u>enrollment@indianola.k12.ia.us</u>
- Mailing Address: Indianola Community School District // Attn. Enrollment Coordinator 1301 E 2<sup>nd</sup> Ave Indianola, IA 50125

Fax Number:515.961.9502Phone Number:515.961.9500; Ext. 1506

