

**For office use only:** Date Received \_\_\_\_\_ Time Received \_\_\_\_\_ a.m/ p.m. Received by \_\_\_\_\_ via \_\_\_\_\_

*HS only:* Appointment scheduled for: Date \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. with Counselor \_\_\_\_\_

### Highland Park Independent School District

### \_\_\_ NEW or \_\_\_ RETURNING STUDENT ENROLLMENT CHECKLIST

Student Name \_\_\_\_\_ Campus \_\_\_\_\_ Grade \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_  
Parent/Guardian Email \_\_\_\_\_  
Parent/Guardian Phone #s: Cell \_\_\_\_\_ Home \_\_\_\_\_  
*High School Only:* Student ID # \_\_\_\_\_  
Previous School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Student Email \_\_\_\_\_

In order to enroll a student in Highland Park ISD, the parent or legal guardian must first complete and submit the online application and then deliver copies of the following documents to the student's campus.

**Online Enrollment** - Print the following four documents from the online process:

- \_\_\_ New Student Enrollment Checklist (this page)
- \_\_\_ Home Language Survey Form (required by state law when enrolling in a Texas Public School for the first time)
- \_\_\_ Request for Student Records Form (allows HPISD to request a copy of student records from previous school)
- \_\_\_ Services Previously Provided (IEP records, goals/ objectives/ date of last ARD, 504 plan, etc., if applicable)

**Proof of residency** - All three of the following are required for enrollment.

- \_\_\_ Copy of one of the following in its entirety: a signed/dated/executed contract or closing statement or deed of trust or warranty deed or current lease of reasonable duration; and
- \_\_\_ Copy of current electric or water utility bill at the same address; and
- \_\_\_ Copy of parent or legal guardian's driver's license or Texas ID card at the same address

**Government/Personal Documents**

- \_\_\_ Copy of student's certified birth certificate DOB: \_\_\_\_\_
- \_\_\_ Copy of student's social security card
- \_\_\_ Copy of immunization records (required by state law to be current in order to start school)

**Required additional documents**

- \_\_\_ Copy of custody papers/parenting plans/custody restrictions, etc., if applicable
- \_\_\_ Copy of most recent or final report card for students enrolling in grades 1-12
- \_\_\_ Copy of Withdrawal Form from former school, if transferring in Grades 7-12 during the school year
- Intermediate School only:* \_\_\_ Counselor MIS Enrollment Information Form
- Middle School only:* \_\_\_ Counselor HPMS Enrollment Information Form  
\_\_\_ Athletic Physical Form
- High School only:* \_\_\_ Copy of unofficial transcript from former school

Please note:

- **Only complete packets are accepted.**
- **When all items are completed, please deliver them to your child's school for review and acceptance.**
- **Your child's enrollment is complete only after the school has received and accepted all of the required documents and at high school, met with the counselor.**