

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: current lease of reasonable duration or closing statement or Deed of Trust or Warranty Deed or, temporarily, a signed/dated/executed contract; 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

Middle School only: ___ Athletic Physical Form, if applicable

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.**