



The following documents are required to register your child(ren) in the Douglas School District:

- Certified Birth Certificate for each student
- Immunization Record for each student
- Valid photo ID (driver's license, state or military ID) of parent/legal guardian
- Custody paperwork, if applicable
- Proof of Residency:

Only the following items are accepted for Proof of Residency:

- a. Current Signed Rental/Lease Agreement
- b. Current Month Mortgage Statement
- c. Ellsworth Air Force Base Housing Letter

Utility bills, paycheck stubs, tax assessment notices or other mail **are not** sufficient documentation and cannot be accepted as proof of residency.

If your name is not on the rental agreement or mortgage statement, you will need to submit a completed Notary Verification of Alternative Residence along with leaseholder/homeowner's proof of residency as listed above. The form can be downloaded as a .pdf from the website or picked up at the Administration Office located at 400 Patriot Drive, Box Elder.