

New Student Enrollment Checklist 2018 – 2019

Student Name: _____

SY17-18 Grade Level: _____

Parent/Guardian Name: _____

(Enrolling Parent/Guardian Please Print)

Form (Must have items 1 – 11 to enroll)		Received By:	Notes
1	DC Residency Verification Form		
2	Proof of Residency		
3	Court order/caregiver documentation (If applicable)		
4	MSDC Enrollment Form (Add Application ID)		
5	Proof of Date Birth (One time submission)		
6	Online Enrollment Form (Check name & birth date)		
7	Authorization for Emergency Medical Treatment		
9	DC Universal Health Certificate		
10	DC Oral Health Assessment		
11	OSSE Home Language Survey		
12	SY17-18 NSLP Lunch Status: Free Reduced Paid		Breakfast served to all at no cost.
Staff Signature:		Date:	
Must have 13 & 14 by Wednesday, August 22, 2018		Staff Int.	Recorded & Filed Date:
13	Medial Action Plan (If applicable)		
14	Medication (If applicable)		
15	Report Card (most recent ASAP)		
16	Test Scores (If applicable, ASAP)		
17	IEP/504 Plan (If applicable, ASAP)		

*** Note to Parents*** Health & Oral Health forms must be current and on file by Wednesday, August 22, 2018 in order for your student to start school.

TR Staff Tasks	Printed Staff Name	Staff Signature	Date
Final Check by			
Waitlist Update by			
Filed by			

Parent/Guardian Signature: _____

Date: _____