

**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.**