

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 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
- 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.**