



**New Student Enrollment Checklist 2019 – 2020**

Student Name: \_\_\_\_\_

SY19-20 Grade Level: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(Enrolling Parent/Guardian. Please Print)

Enrollment Forms (Must have items 1-11 to enroll)		Received	Notes										
1	DC Residency Verification Form												
2	Proof of Residency (Circle Docs)												
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Pay Stub</td> <td style="width: 50%;">Vehicle Registration</td> </tr> <tr> <td>DC Govt. Assistance</td> <td>License/ID</td> </tr> <tr> <td>DC Tax Form</td> <td>Rental Lease</td> </tr> <tr> <td>Military Housing</td> <td>Utility Bill</td> </tr> <tr> <td>Embassy Letter</td> <td></td> </tr> </table>	Pay Stub	Vehicle Registration	DC Govt. Assistance	License/ID	DC Tax Form	Rental Lease	Military Housing	Utility Bill	Embassy Letter			
Pay Stub	Vehicle Registration												
DC Govt. Assistance	License/ID												
DC Tax Form	Rental Lease												
Military Housing	Utility Bill												
Embassy Letter													
3	Court order/caregiver documentation (If applicable)												
4	My School DC Seat Acceptance Form		Application ID#:										
5	Proof of Date of Birth												
6	Online Re-Enrollment Form (Confirm name & DOB)												
7	Authorization for Emergency Medical Treatment												
8	DC Universal Health Certificate												
9	DC Oral Health Assessment												
10	OSSE Home Language Survey												
11	SY18-19 NSLP Lunch Status: Free/Reduced/Paid		Breakfast served to all at no cost										
<b>Must have 12 &amp; 13 by Monday, August 26, 2019</b>		<b>Staff Int.</b>											
12	Medication Action Plan (If applicable)												
13	Medication (If applicable)												
	Report Card (most recent ASAP)												
	Test Scores (If applicable, ASAP)												
	IEP/504 Plan (If applicable, ASAP)												

**\*\*\*Note to Parents\*\*\***

Health and Oral Health forms must be current and on file by Monday, August 26, 2019 in order for your student to start school.

ITDS Staff Tasks:	Print Staff Name	Staff Signature	Completion Date
Checked By			
Filed By			