



## DISTRICT ENROLLMENT REQUIREMENTS

State Law provides that a child's residence for school purposes is the school district in which the parent/legal guardian/legal custodian (legal guardian/legal custodian must be verified by court documents) holds legal residence.

### Items Required for Enrollment for ALL Students – new and returning:

#### 1. Two Proofs of Residence (*provided yearly*)

- a.) A June, July or August utility bill (gas, electric or water) reflecting the service address. If all bills are paid by landlord, then a current statement from the landlord could be used to verify that all bills are paid and that the residents live at the stated address.
- b.) A copy of one of the following: lease/renter's agreement reflecting property address with tenant's name and signature and with landlord's name, phone number and signature will be required, home warranty deed, mortgage statement, ad valorem statement, or homestead exemption form.

*Note: any two of the above items are acceptable, i.e., a June and July electric bill, or a July electric bill and a current Rental Agreement.*

Custodial parents/guardians who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis are required to complete a Residency Verification form. The form requires both the Guthrie resident and the custodial parent of the student be present when signed. Both the Guthrie resident and the custodial parent must also provide valid identification.

### Additional Items Required for Enrollment for New Students:

#### 2. Immunizations Records

All series must be either complete or in process. Immunization requirements change annually, so it is important to check the most current requirements. (Requirements are available on the Parent Information page of the school's website.)

#### 3. Copy of Birth Certificate

#### 4. The name, address, phone *and* fax number of the previous school attended

#### 5. CDIB (Certified Degree of Indian Blood), if applicable

#### 7. Official withdrawal form from previous school if enrolling after the start of school

#### 8. Transcripts from previous school attended (high school students only)

#### 9. Social Security Number, if available

#### 10. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

#### Other information that may be required:

- **Proof of custody / guardianship** - court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

(Enrollment Requirements 2-11)

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