



New Student Online Enrollment (NSOE) Parent Checklist

Student Name:

Grade:

- Locate required enrollment documents listed below.**
- Complete online enrollment application. (To expedite your student's enrollment, please upload the required documents listed below within the online application.)**
- Submit New Student Online Enrollment (NSOE) Application. A campus registrar will contact you via email or phone call to finalize enrollment.**
- Visit your school's website for campus specific enrollment details and upcoming dates.**

Parent/Guardian, to expedite your student's enrollment, please upload the required student documents within the online enrollment application:

- Birth Certificate or Passport**
 - Birth certificate must be provided for students under age 11
- Immunization Records**
- Picture ID of Parent/Guardian Enrolling Student**
- Court Documents regarding Parental Rights (if applicable)**
- Two Proofs of Residency within school attendance boundaries:**
 - #1 Proof of Occupancy - bring one of the following occupancy documents:**
 - HUD Settlement Statement, or Closing Disclosure OR
 - Lease Agreement, OR
 - Contract of Sale/Lease Contract
 - #2 Proof of Utility Services – bring one form of utility:**
 - Current Utility Bill (gas, water, electric)
- Withdrawal Form/Report Card from previous school**
- Previous School Address and Phone Number**