New Student Online Enrollment (NSOE)
Parent Checklist

Student Name:      Grade:

☐ Completed AND Submitted New Student Online Enrollment (NSOE) Application.
☐ Visit your school’s website for campus specific enrollment details and upcoming dates.
☐ Schedule an appointment to complete your student’s enrollment.

Parent/Guardian Appointment Date & Time: ______________________

Parent/Guardian must be present at enrollment. Please bring the following student documentation to the enrollment appointment:

☐ Birth Certificate or Passport
  ☐ Birth certificate must be provided for students under age 11

☐ Social Security Number

☐ 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