



New Student Online Enrollment (NSOE) Parent Checklist

Student Name:	Grade:
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- 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**