

Online Enrollment Checklist

As part of the online enrollment process, you will be required to upload various documents for your student (listed below). Before beginning to complete the online forms, we recommend that you gather all of these documents and have them in an electronic format (e.g. pdf, jpg, png, doc).

- ☐ Birth Certificate, Passport, or Visa
- ☐ Immunization records
- ☐ Name and address of previous school(s) attended
- ☐ Any additional educational documents such as an IEP or 504 plan.
- ☐ Names, addresses, and phone numbers for all emergency contacts
- ☐ 2 forms of Residency Verification (one from Group A and one from Group B)

Group A	Group B
<ul style="list-style-type: none">Recent mortgage statementDeed of trustCurrent lease/rental agreement (signed by both the landlord and tenant)	<ul style="list-style-type: none">Current gas or electric utility bill (service address must be showing)Occupancy permit which lists all occupants of the residence

File sizes for submitted documents cannot exceed 5MB

Be aware that taking a picture with your phone to digitize a document could produce file sizes that far exceed the upload document size limit.

Resources for scanning if you do not have access at home:

- Public library
- FedEx/Kinkos
- Office Depot / Office Max