Enrollment Checklist

Please help us serve you better by using this checklist to prepare for the enrollment process and collect the documents necessary for enrolling your student.

RESIDENCY VERIFICATION

- This document must show the name and current address of the parent/guardian or other person having legal custody of the student.
  - Address Verification documents may include:
    - Driver’s License/State ID
    - Utility Bill
    - Lease Agreement
    - Purchase Agreement/Closing Document
    - Letter from the State, County, or City

STUDENT LEGAL NAME AND BIRTHDATE DOCUMENTATION

- Acceptable documents are 1 of the following: birth certificate (original or copy) or passport
  - If born in Minnesota, birth certificate information may be obtained from any Minnesota County vital records office or the State vital records office. Surrounding Counties listed below:

  **Benton**
  Benton County Recorder
  531 Dewey Street
  Foley, MN 56329
  320-968-5037

  **Stearns**
  License Center - Administration Building
  705 Courthouse Square
  Room 130
  Saint Cloud, MN 56303
  320-656-6540
  [www.stearnscountymn.gov](http://www.stearnscountymn.gov)

  License Center – Service Center
  3301 County Road 138
  Waite Park, MN 56387
  320-656-6540
  [www.stearnscountymn.gov](http://www.stearnscountymn.gov)

  **Sherburne**
  County Recorder
  Government Center
  13880 Business Center Dr NW
  Elk River, MN 55330-1692
  763-765-4420
  [www.co.sherburne.mn.us](http://www.co.sherburne.mn.us)

  **Wright**
  Wright County Recorder
  Wright County Government Center
  3650 Braddock Ave NE, Suite 1500
  Buffalo, MN 55313-1193
  763-682-7355
  [www.co.wright.mn.us](http://www.co.wright.mn.us)

- If born outside of Minnesota, contact the city or state health department where the student was born.
EMERGENCY, HEALTH AND IMMUNIZATION

- A minimum of one emergency contact and their phone number
- Immunization Record including month/day/year for all required vaccines is required OR Notarized Conscientious Exemption form
- Student medications and any health concerns

PARENT/GUARDIAN RELATIONSHIP VERIFICATION

- Only legal parents should enroll a student. If you are not the legal parent of this student, one of the following forms or appropriate documentation will be required.
  - Legal Guardian – Legal court documentation
  - Foster – Legal court documentation or foster placement letter from the county social worker
  - Parental Choice – contact the Welcome Center (welcomecenter@isd742.org) to discuss your current situation and we can determine what steps and documentation is needed.
- Court Orders. Upload any documents related to guardianship or custody limitations, if applicable.

ADDITIONAL STUDENT INFORMATION

- Education Plans If available, please upload an IEP (Individual Education Plan), 504, or special education testing documents, if applicable. Records will be requested from the previous school district. Enrollment may be delayed until records are received and reviewed to determine the best placement for your child.
- Early Childhood Screening Verification (Early Childhood and Kindergarten enrollments only)
  Required only if the student did not complete his/her early childhood developmental screening in this district. Screen verification must be submitted within 30 days of attendance. Children do not need to be screened if they have an active IEP (Individualized Education Program).
- Transcript (Grades 7 – 12 only) If available, please upload the most recent student transcript records. Records will be requested from the previous school district. We will be able to request the records on your behalf if you do not have them available. The start date of the student may be delayed until records are received and reviewed.
- Previous School. Including previous school name, city, state, country, phone number, previous grade and last date of attendance for most recent previous school attended.