

ENROLLMENT 101





WHAT RECORDS ARE NEEDED TO ENROLL A STUDENT IN SCHOOL?

Information for enrollment

1. Identity of parent or legal guardian/legal authority;⁵⁵
2. Proof of residence;⁵⁶
3. Proof of the child's identity (child's birth certificate or another acceptable document);⁵⁷
4. Immunization records;⁵⁸
5. School records from last school attended;⁵⁹ and
 - For children under age 11, records from ALL the student's previously attended schools.⁶⁰

INFORMATION NECESSARY FOR ENROLLMENT DESCRIBED:

1. Identity of parent or legal guardian/legal authority:

What if the parent or legal guardian is not available?

If a child is in a foster care placement, DFPS has legal authority to enroll the child in school. DFPS may delegate that authority to another person, usually the person who will be responsible for day-to-day care of the child, such as the:

• Foster parent

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HELPFUL INFORMATION – CPS & ENROLLMENT:

Child welfare partners may provide academic information from the previous school setting:

Foster parents, caseworkers and other advocates may facilitate the enrollment process by providing information