

CAPTAIN WALTER FRANCIS DUKE ELEMENTARY REGISTRATION CHECKLIST

Child's Name: _____ DOB: _____ Grade: _____

Pre-Kindergarten Program (4yo): Child must be 4 years old on or before September 1, 2025
Kindergarten: Child must be 5 years old on or before September 1, 2025

All students need to provide the following:

- | | | |
|---|-----------|----------|
| - Registration Form | YES _____ | NO _____ |
| - Housing Questionnaire | YES _____ | NO _____ |
| - Child's Birth Certificate | YES _____ | NO _____ |
| - Parent / Legal Guardian Photo Identification | YES _____ | NO _____ |
| - Child's Social Security Number / Card (optional) | YES _____ | NO _____ |
| - Current Proof of Residency | YES _____ | NO _____ |
| o Can't be older than 30 days from date of registration | | |
| o SMECO (electricity) bill, Water Bill, Lease / Rental Agreement with ALL signature | | |
| - Notarized Landlord Affidavit (if you reside with someone else) | YES _____ | NO _____ |
| - Student Record Release (if previously attended school) | YES _____ | NO _____ |
| - Legal Documents (if applicable) | YES _____ | NO _____ |
| - Maryland Home Language Survey Form | YES _____ | NO _____ |
| - Universal Screening Flier / Form | YES _____ | NO _____ |

Student Health Information:

- | | | |
|---|-----------|----------|
| - Child's Immunization Records / Certification | YES _____ | NO _____ |
| - Student Health Information Form | YES _____ | NO _____ |
| - Immunization Certificate Form (only complete top part) | YES _____ | NO _____ |
| - Maryland Schools Record of Physical Examination Form | YES _____ | NO _____ |
| o For registration you will complete the parent portion | | |
| o You have 6 months to have doctor's portion done – does NOT hold up registration | | |

PreK, K and 1st must also have:

- | | | |
|--|-----------|----------|
| - Maryland Lead Testing Certificate Form | YES _____ | NO _____ |
| - | | |

PreK and K must also have:

- | | | |
|--------------------|-----------|----------|
| - Prior Early Care | YES _____ | NO _____ |
|--------------------|-----------|----------|

PreK - proof of income

(last 3 pay stubs or W2s)

YES _____ NO _____

3rd, 4th and 5th - Music Cohort

YES _____ NO _____