

# Takoma Park Elementary School Enrollment Checklist

- Proof of age (birth records)
  - o Birth certificate
  - o Passport – must provide additional documentation to prove parental relationship
  - o Other \_\_\_\_\_
- Copy of parent/guardian ID
  - o Driver's license
  - o Passport
- Proof of parental relationship
  - o Birth certificate
  - o Other \_\_\_\_\_
- Proof of residence
  - o Homeowner
    - Property tax bill
    - SDAT
  - o Renters
    - Signed copy of lease – signed by both yourself and landlord
      - If original lease is expired, also provide a recent utility bill
  - o Shared Housing
    - Shared Housing form – signed and notarized
    - Shared housing with homeowner
      - Homeowner's most recent property tax bill
      - 2 other supporting documents (utility bill, government mail)
    - Shared housing with renter
      - Copy of lease
      - 2 other supporting documents (utility bill, government mail)
- New Student Information form
- Student Emergency Information form
- Pre-K Experience form
- Immunization records

## Within 30 days of Enrollment

- SR-6 Card – physical exam
- Dental form
- Maryland lead certificate

Questions? Call 240-740-0980 or email [anne\\_m\\_hottel-cox@mcpsmd.org](mailto:anne_m_hottel-cox@mcpsmd.org)