



Northwestern School District

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New Student Checklist

When enrolling your student at Northwestern, school office staff will require the following documentation before enrolling the student and permitting him/her to attend school:

1. Proof of the student's age – acceptable documentation includes one of the following:
 - a. Birth certificate
 - b. Notarized copy of birth certificate
 - c. Baptismal certificate
 - d. Copy of the record of baptism, notarized or duly certified and showing date of birth
 - e. Notarized statement from the parents/guardians or relative indicating date of birth
 - f. Valid passport
 - g. Prior school record indicating date of birth
2. Immunizations required by law – acceptable documentation includes the following:
 - a. Student's immunization record
 - b. Written statement from prior school district or a medical office that the required immunizations have been administered, or that a required series is being administered
 - c. Verbal assurances from prior school district or a medical office that required immunizations have been completed, with record to follow
3. Proof of residency – acceptable documentation includes two (2) of the following:
 - a. Deed
 - b. Lease
 - c. Department of Transportation driver's license or identification card
 - d. Vehicle registration
4. Parent Registration Statement – a sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons, or infliction of injury or violence on school property, or sexual assault as required by law (available online)
5. Home Language Survey – for all students enrolling in a school for the first time (available online)
6. All Special Education Records (i.e. Psychological Reports, IEP's, ER/RR, NOREP's, and Speech Records) (if applicable)
7. Copy of photo identification of parent(s) or legal guardian(s)
8. Copy of Custody Agreement – for all students enrolling in a school (or if custody status has changed)