

Warren County Schools

STUDENT ENROLLMENT CHECKLIST

Name of student _____
 Address _____
 Phone _____
 Parent /Guardian/Legal Custodian _____
 Caregiver _____
 School Student Most Recently Attended _____
 Address and Phone Number of Previous School _____

The information in items 1-7 below should be verified at the Central Office prior to the student enrolling in school. Items 8 and 9 must be obtained by the school.

Activity	Actual Record (check & date)	Phone Call Identify Person Called and Date	Other check & date	Notes
1. Parent/Legal Guardian/Caregiver				
2. Residency Established	(Specify)			
3. Birth Certificate				
4. Immunizations				
5. Report Card				
6. Discipline Certification				
7. Transcript (Unofficial)				
8. Transcript (Official)				
9. Exceptional Children/504/LEP Records (if applicable)				

The above named student is assigned to: _____ School
 _____ Regular Setting _____ Alternative Program

Completed by _____ Date _____