



REGISTRATION DOCUMENT CHECKLIST

New Student and Currently Reside in CCSS District

Status Update (ie Re-register, Change of Address Name Change, Guardianship)

STUDENT DOCUMENTS

- 1 \_\_\_ Birth Certificate
- 2 \_\_\_ Social Security Card
- 3 \_\_\_ Immunization Records
- 4 \_\_\_ Last Report Card
- 5 \_\_\_ Withdrawal Slip from previous school attended
- 6 \_\_\_ Copy of test results from State testing (grades 3-8)
- 7 \_\_\_ Transcripts (if student is in high school)
- 8 \_\_\_ Current custody papers signed by a JUDGE showing domiciliary parent if parents are divorced.

**STUDENTS ENTERING:**

Pre-K or K:	Documents 1-3
1 <sup>st</sup> - 3 <sup>rd</sup> :	Documents 1-5
4 <sup>th</sup> - 9 <sup>th</sup> :	Documents 1-6
10 <sup>th</sup> - 12 <sup>th</sup> :	Document 1-7

**\*\*Custody Papers are Needed for all students if applicable.\*\***  
**Required Residency Documents are noted below.**

Student Name(s) and Grade:

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**RESIDENCY DOCUMENTS:**

**IF THE PARENT IS THE HOMEOWNER OR LESEE:**

- 1 \_\_\_ Ownership of Home (i.e. Cash Sale) OR \_\_\_ Homestead Exemption  
OR \_\_\_ Property Tax Bill OR \_\_\_ Lease (Term must be during current school year)
- 2 \_\_\_ Drivers License of Parent (address must match residence address)
- 3 \_\_\_ Electricity Bills (Previous 2 month bills) **DISCONNECT NOTICES NOT ACCEPTED**
- 4 \_\_\_ Gas or Water Bills (Previous 2 month bills) **DISCONNECT NOTICES NOT ACCEPTED**

**IF THE PARENT RESIDES WITH SOMEONE (DOUBLE UP):**

- 1 \_\_\_ Drivers License of Parent (address must match residence address)

**AND the following Documentation of the Homeowner/Lessee as follows:**

- 2 \_\_\_ Ownership of Home (i.e. Cash Sale) OR \_\_\_ Homestead Exemption  
OR \_\_\_ Property Tax Bill OR \_\_\_ Lease (Term must be during current school year)
- 3 \_\_\_ Copy of Drivers License of Homeowner/Lessee (address must match residence address)
- 4 \_\_\_ Electricity Bills (Previous 2 month bills) **DISCONNECT NOTICES NOT ACCEPTED**
- 5 \_\_\_ Gas or Water Bills (Previous 2 month bills) **DISCONNECT NOTICES NOT ACCEPTED**
- 6 \_\_\_ Notarized Affidavit of Residency

**NOTE: Affidavit of Residency may be required in other circumstances as directed by CCSS.**