



## REGISTRATION CHECKLIST – ITEMS TO BRING WHEN REGISTERING

Below is a list of information you must have for registration. You must have ALL information gathered in order to begin the registration process. To assure your child a place, please be certain you have everything! **This includes returning students.**

- \_\_\_\_\_ Completed registration form (**be sure ALL lines are filled**)
- \_\_\_\_\_ Proof of Insurance (Medicaid, insurance card)
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Child's shot record, with **shots up to date**
- \_\_\_\_\_ Applicable proof(s) of income for **ALL PERSONS PROVIDING INCOME FOR YOUR FAMILY** and **ALL OTHER INCOME YOUR FAMILY RECEIVES**

EXAMPLES OF INCOME PROOF(S) YOU WILL NEED IF THEY APPLY TO YOU:

- \_\_\_\_\_ **Two Current** pay stubs  
(If paychecks vary, bring a series of 3 or 4 current pay stubs.)  
If you do not receive a pay stub, bring written proof of **CURRENT GROSS INCOME** from your employer.
- \_\_\_\_\_ **H.U.D. rent payments**  
Bring current contract for rent and utility supplements
- \_\_\_\_\_ **T.A.N.F.** – Bring your current proof with amount
- \_\_\_\_\_ **Food Stamps** – Bring your current proof with amount
- \_\_\_\_\_ **Child Support** – Bring proof of amount
- \_\_\_\_\_ **Grants** – Bring proof of amount
- \_\_\_\_\_ **Disability or Social Security** – Bring proof of amount
- \_\_\_\_\_ **Interest on Savings** – Bring proof of the amount received and proof of the amount invested
- \_\_\_\_\_ **No job or current income** – bring signed proof of how you live without income.  
(Example: If a parent is supporting you and your child, bring a signed letter from that parent, with a telephone number for us to reach that parent to verify the arrangement.)
- \_\_\_\_\_ **Self-Employed** – Call the office the **week before your registration** time to discuss proofs you should bring.