



REGISTRATION DOCUMENT CHECKLIST

New Student and Currently Reside in CCSS District

Online Registration

Status Update (i.e. 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.

STUDENTS ENTERING:

Pre-K or K:	Documents 1-3
1 st - 3 rd :	Documents 1-5
4 th - 9 th :	Documents 1-6
10 th - 12 th :	Documents 1-7

****Custody Papers are Needed for all students if applicable.****

Student Name(s) and Grade:

NOTE: Provisional Custody by Mandate is not accepted.

RESIDENCY DOCUMENTS:

IF THE PARENT IS THE HOMEOWNER OR LESSEE:

- 1 ___ Ownership of Home (i.e. Cash Sale) **OR** ___ Homestead Exemption
OR ___ Property Tax Bill **OR** ___ Lease (Term must be during current school year and names of all persons living at residence must be listed as occupants on lease)
- 2 ___ Drivers License of Parent (**address must match residence address**)
ID only accepted if flags or fines on drivers license, Passports NOT accepted
- 3 ___ Electricity Bills (Previous 2 month bills) **DISCONNECT NOTICES NOT ACCEPTED**
- 4 ___ Gas or Water Bills (Previous 2 month bills) **DISCONNECT NOTICES NOT ACCEPTED**
- 5 ___ If utilities are included in lease, must provide another bill (**address must match residence address**)
(cable, phone, SNAP, insurance, etc.)

IF THE PARENT RESIDES WITH SOMEONE (DOUBLE UP):

- 1 ___ Drivers License of Parent (**address must match residence address**)
ID only accepted if flags or fines on drivers license, Passports NOT accepted
- 2 ___ Bill in Parent/Guardian name (**address must match residence address**)
(cable, phone, SNAP, insurance, etc.)

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

- 3 ___ Ownership of Home (i.e. Cash Sale) **OR** ___ Homestead Exemption
OR ___ Property Tax Bill **OR** ___ Lease (Term must be during current school year and names of all persons living at residence must be listed as occupants on lease)
- 4 ___ Copy of Drivers License of Homeowner/Lessee (**address must match residence address**)
ID only accepted if flags or fines on drivers license, Passports NOT accepted
- 5 ___ Electricity Bills (Previous 2 month bills) **DISCONNECT NOTICES NOT ACCEPTED**
- 6 ___ Gas or Water Bills (Previous 2 month bills) **DISCONNECT NOTICES NOT ACCEPTED**
- 7 ___ Notarized Affidavit of Residency

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

Double up students will be required to re-register each school year.