Re-enrollment Checklist

Please submit the following items by Friday May 7th for Priority enrollment consideration for the 2015-2016 school year.

☐ Application for Enrollment – 2015-2016 School Year
  ☐ Attach $25.00 non-refundable registration fee (covers fieldtrip costs)   cash  check
  ☐ As applicable, must provide Birth Records or other documentation for other children living in the household
  ☐ As applicable, for absent parent, must provide acceptable documentation of the absence

☐ Admissions Agreement – 2015-2016 School Year

☐ New Emergency and Identification Information Form

☐ New Child Care Data Collection Privacy Notice/Consent Form

☐ Copy of Up-to-Date Immunization Record (Yellow Card)

☐ Proof of most recent income for a one month period (copies of all paystubs and/or other funds received between April 4 and May 1)*
  ☐ As applicable, Declaration of No Countable Income
  ☐ As applicable, Employment Verification Notice

*Proof of Income Definitions:
If paid weekly, four most recent consecutive week’s paycheck stubs
If paid every other week or two times a month, two most recent consecutive paycheck stubs
If paid monthly, one paycheck stub for most recent payday
If receiving unemployment or disability compensation, two most recent pay stubs
If receiving child support, stubs showing most recent one-month period of payment from the County, or if paid directly by other parent, a dated, signed letter from the paying parent stating the amount paid each month in support of the child.
If receiving Public Assistance (TANF), a copy of your Passport for Services showing most recent month’s aid received.
If self-employed, most recent quarterly report or 2014 income tax return showing gross income earned after business expenses have been deducted
If receiving fluctuating income such as seasonal, migrant, or agricultural, proof of the total gross income during the previous 12 month period (monthly gross income will be averaged).
*If a parent or other adult listed on the application provides proof they pay to a former spouse or absence parent child support payments, or provides financial assistance for housing cost or car payments in addition to, or in lieu of child support for a child not living in the household, that amount will be deducted from the documented monthly household income.