

Enrollment Checklist

Check Student Situation:	
	Meet the definition of homeless ?
	In Out-of-home placement (foster care, kinship care, residential treatment, etc.)?
	Meet the definition of a migrant youth ?
	Obtained health information and immunization records ?
	Special Education ?
	English language proficiency ?
	Student athlete or extracurricular participation?
	Career and Technical Education course participation?
	Concurrent Enrollment participant?
	Intent to participate in ASCENT or Concurrent Enrollment ?
	Individual student or family needs (teen parent, family instability, personal social-emotional needs, etc.)

Get Previous Academic Record(s):	
	Name, address, phone number of last school attended.
	Dates of last school attended.
	Name, address, phone number and dates for school(s) previously attended after start of 9 th grade.
	Previous dates of non-attendance/non-enrollment.
	If student participated in home school , determine whether to accept home school records or test for placement. Arrange an exam to check student's proficiency in courses.
	Request complete records from previous school within two days of student registration.
	Obtain a copy of IEP ?

Complete School Registration/Enrollment Forms:	
	Use your school or district's registration or enrollment process
	Have you collected the parents/guardians' contact information? (name, address, phone number, email)
	If the child is in an out-of-home placement, has the district's Child Welfare Education Liaison been notified of the child's place of residence?
	Has the county department of human services verified that the parents still maintain educational decision making rights, and identified any person or professional who should have access to educational records?
	Have you prompted the family to share information about housing instability and offer community resources with them?
	Are enrollment procedures available in family's primary language or are translation services available?
	Have barriers to enrollment been addressed that ensure mandatory legal rights to an education are followed?
	Have you collected a signed agreement of the attendance policy?