

**ENROLLMENT INFORMATION**

Wentzville School District policy requires the following items for new student enrollment or continued student enrollment. A Parent/Guardian must complete the enrollment.

If you own or lease your residence, one document from each list must be submitted.

List A	List B
<input type="checkbox"/> Rental Agreement (Complete document) <input type="checkbox"/> Signed by landlord and tenant(s) <input type="checkbox"/> Valid dates	<input type="checkbox"/> Utility Bill (gas, electric, water, trash) <input type="checkbox"/> Mailing & service address must match
<input type="checkbox"/> ALTA Settlement Statement if you purchased a new home <input type="checkbox"/> Signed by both parties	<input type="checkbox"/> Official Mail from federal or state agency such as social security, Medicaid, child support, IRS
<input type="checkbox"/> Real Estate Tax Statement <input type="checkbox"/> Within the last year	<input type="checkbox"/> Driver’s License <input type="checkbox"/> Address must match List A
<p>*All current and recent documents need to be dated within the last 30 days.            *If you moved in the last 2 weeks, a second document from List B will be required in 30 days.</p>	

**If you do not own or lease your own residence (living with another family, friend, significant other, etc.) then both homeowner/lessee and parent will need to provide documentation. The homeowner/lessee will need to go to the school to provide the documentation above as well as:**

Homeowner/Lessee will need <u>all</u> items listed below in his/her name:	Parent/Guardian will need <u>all</u> items listed below in his/her name:
<input type="checkbox"/> One item from List A Above	<input type="checkbox"/> Valid Photo ID
<input type="checkbox"/> Valid Photo ID	<input type="checkbox"/> Affidavit of Residency for Parent(s) / Legal Guardian(s) (Annual Renewal)
<input type="checkbox"/> Utility Bill (gas, electric, water, trash) <input type="checkbox"/> Mailing and service address must match	<input type="checkbox"/> Official Mail from federal or state agency such as social security, Medicaid, child support, IRS OR <input type="checkbox"/> Current bank statement or loan statement OR <input type="checkbox"/> Utility Bill (gas, electric, water, trash)
<input type="checkbox"/> Affidavit of Residency for Owner/Lessee (Annual Renewal)	
<p>*All current and recent documents need to be dated within the last 30 days.</p>	

Please contact your school’s main office for assistance with residency questions.

### **Requested/Required Documentation:**

- Student's immunization record (satisfactory evidence of immunization is a statement, certificate or record from a physician or health facility that verifies the type of vaccine, the month, day, and year of administration; required before the student can attend class);
- Student's birth certificate (requested but not required);
- Student's most recent report card (this information will be requested from the previous school but please provide a copy at the time of enrollment, if possible);
- Parent's driver's license or photo identification (requested but not required);
- Documentation regarding legal guardianship (must be court-ordered guardianship, limited guardianship, relative caregiver, or power of attorney including power and authority regarding the care, custody, and property of each minor child named including, but not limited to, the right to enroll the child in school) or foster care placement (required if applicable with foster care Educational Enrollment Letter);
- Most recent Individual Education Plan (IEP) and evaluation if the student receives special education services (this information will be requested from the previous school but please provide a copy at the time of enrollment, if possible).

Students entering grades 7-12, please contact the school to set up an appointment to complete the enrollment process.

Parents are asked to complete online enrollment for each student enrolling in the District and go to the appropriate school to complete the process. Additional information may be required at the individual buildings at the time of enrollment.

The administration may investigate the eligibility of children attending schools. If a determination is made by the Superintendent or Designee that the student does not meet the criteria to be entitled to free public education by the District, the student may be administratively removed from the District.

To determine which school(s) your student(s) will attend:

<https://www.wentzville.k12.mo.us/domain/3106>