

Enrollment Checklist

Words that are in bold and underlined are categories in the 'requirements' document.

Check Student Situation:

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|--------------------------|---|
| <input type="checkbox"/> | * Meet the definition of <u>homeless</u> ? |
| <input type="checkbox"/> | * In <u>foster care</u> ? |
| <input type="checkbox"/> | * Meet the definition of a <u>migrant youth</u> ? |
| <input type="checkbox"/> | * Have their health information and <u>immunization records</u> ? |
| <input type="checkbox"/> | * Special education? |
| <input type="checkbox"/> | * <u>English language proficiency</u> ? |
| <input type="checkbox"/> | * <u>Student athlete</u> or <u>extracurricular</u> participation? |
| <input type="checkbox"/> | * <u>Career and Technical Education</u> course participation? |
| <input type="checkbox"/> | * <u>Concurrent Enrollment</u> participation? |
| <input type="checkbox"/> | * Intent to participate in ASCENT or <u>Concurrent Enrollment</u> ? |
| <input type="checkbox"/> | * Individual student or family needs (teen parent, family instability, personal social-emotional needs, etc.) |

Get Previous Academic Record(s):

- | | |
|--------------------------|---|
| <input type="checkbox"/> | * Name, address, phone number of last school attended |
| <input type="checkbox"/> | * Dates of last school attended |
| <input type="checkbox"/> | * Name, address, phone number & dates for school(s) previously attended after start of 9th grade |
| <input type="checkbox"/> | * Previous dates of non-attendance/non-enrollment |
| <input type="checkbox"/> | * If student participated in <u>home school</u> , determine whether to accept home school records or test for placement. Arrange an exam to check student's proficiency in courses. |
| <input type="checkbox"/> | * Request complete records from previous school within two days of student registration |

Complete School Registration/Enrollment Forms:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | * Use your school or district's registration or enrollment process |
| <input type="checkbox"/> | * Have you collected the parents/guardians' contact information? (name, address, phone number, email) |
| <input type="checkbox"/> | * Have you collected a signed agreement of the <u>attendance</u> policy? |