

Enrollment Checklist

Words that are in **bold** and underlined have detailed information on the ENROLLMENT webpage:
<http://www.cde.state.co.us/dropoutprevention/transitions-enrollment>

Check Student Situation:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | * Meet the definition of <u>homeless</u> ? |
| <input type="checkbox"/> | * In foster care ? |
| <input type="checkbox"/> | * Meet the definition of a <u>migrant youth</u> ? |
| <input type="checkbox"/> | * Obtained health information and <u>immunization records</u> ? |
| <input type="checkbox"/> | * Special education? |
| <input type="checkbox"/> | * English language proficiency ? |
| <input type="checkbox"/> | * Student athlete or extracurricular participation? |
| <input type="checkbox"/> | * Career and Technical Education course participation? |
| <input type="checkbox"/> | * Concurrent Enrollment participation? |
| <input type="checkbox"/> | * Intent to participate in ASCENT or Concurrent Enrollment ? |
| <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 home school , 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? |