

# ENROLLMENT CHECK LIST

## Required Information & Forms

- Proof of residency** – Pursuant to ORS 339-.125(1), **please** provide proof of residency through mortgage/lease statement, tax bill, or utility bill. **No other proof will be accepted.** Prior to enrollment, the address will be validated through our District Office.
- Request for Records** – Please fill out the Request for Records form, sign and return it with the enrollment packet. *Sherwood High School will mail the Request for Records form to the prior school.*
- Guardianship** – Pursuant to SSD Board Policy JECA-AR, **please** provide guardianship papers through and approved by the Sherwood District Office, **if student is living with other than parents**
- Transcript** (and withdrawal grades, if applicable) – **please** provide so the student can be properly placed
- IEP/504** (if applicable) – **please** provide Special Education information so the student can be properly placed
- Birth Certificate** – **please** provide a copy of the Birth Certificate, pursuant to State and Federal laws
- Oregon Department of Education Required Questionnaire** – **must** provide pursuant to State and Federal laws
- Immunization Record** – **must** provide before the first day of school per Washington County Health Department
- Home Language Survey form** – **must** provide the information pursuant to State and Federal laws
- Emergency Preparedness form** – **please** provide a one time \$10 fee for the student's emergency preparedness kit
- Release of Information form** – **please** initial next to each you are **not** approving release of
- New Student Intake form** – **please** provide the information to better serve your student
- Advisory/Career Credit form** – **please** provide this information so we can help your student with courses, colleges, and careers (*this is also part of the graduation requirement*)