



# **RICHMOND PUBLIC SCHOOLS**

## ***NEW STUDENT REGISTRATION***

The following documents are required at registration:

- ✓ Proof of current address (lease, deed or postmarked utility bill)
- ✓ Withdrawal papers and transcript from former school
- ✓ Last report card
- ✓ Birth Certificate (original copy)
- ✓ Immunization Record
- ✓ Current Individual Education Plan (IEP) if in Exceptional Education
- ✓ Current 504 Plan (if applicable)

A parent or legal guardian must enroll a student. Proof of legal guardianship must be provided. Court documents are the only items accepted as proof of legal guardianship.

The parent or guardian registering the student must sign an Affirmation Form. This form must be kept on file with the registration form.

The parent or guardian registering the student should also sign the Authorization for Obtaining/Releasing Information. Each school may use its own release of information form printed on school letterhead.

### ***FORMER STUDENT REGISTRATION***

The following documents are required at registration:

- ✓ Proof of current address (lease, deed or postmarked utility bill)
- ✓ Withdrawal papers and transcript from former school
- ✓ Last report card
- ✓ Current Individual Education Plan (IEP) if in Exceptional Education
- ✓ Current 504 Plan (if applicable)