



Plaza Vista School

Enrollment Checklist

Step 1: Pre-enrollment on IUSD website: www.iusd.org/enrollment **This step must be completed before registration can be reviewed by the school site.****

-During the online process the following documents will need to be uploaded to your registration:

___ **Proof of Student's Age:**

- Official or Certified Copy of Birth Certificate, or
- Current Passport, or Immigration Certificate

___ **Proof of Immunization Records** (must be complete/up-to-date in order to finish registration)

___ **Residency Affidavit Form** (current year)

___ **Verification of residency: Two documents from the list below to support the residency affidavit.**

- **Current utility bill** (both parts, top & bottom, dated w/in 30 days) OR **utility service contract, statement**
- **State issued ID with residence property address listed**
- **Pay Stub** (both name and residency address must appear on payroll document)
- **Correspondence from a government agency**
- **Property Tax payment receipts**
- **Rental property contract, lease, or payment receipts**
- **Voter Registration**
- **Declaration of Residency Affidavit**
- **** New Communities K-12 Enrollment Address Verification Form (obtained from the sales office)** Along with this form, please provide the first page and the signature page from the purchase agreement. If residing outside of IUSD boundaries, an Interdistrict Transfer Agreement is required for enrollment. If residing within IUSD boundaries, submit 2 current proofs of residency from Option 1.

****Note:** If you are a new resident, contact your utility companies so that they can provide you a letter regarding **proof of connection** (service name, service address, date of connection).

___ **1st grade students: a completed a physical examination** no more than 18 months prior to entering First Grade. This form can be found on the IUSD website and in our school's front office.

- Parents have up to 30 days from the child's first day of school to supply this document. It is not a barrier for enrollment but students will be excluded after 90 days.

Step 2: The checklist below applies to certain students only. *Please provide these to the registrar upon completion of Step 1.*

___ **Proof of withdrawal/enrollment** from the previous school/district is required upon enrollment

___ **For Special Education students:** Current or most recent IEP and Assessments

___ **For GATE** (gifted and talented) students: Prior test scores and/or certification forms