



COLCHESTER SCHOOL DISTRICT

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Student Enrollment Checklist for Parents/Guardians

Welcome to the Colchester School District! To expedite the process of enrolling your child in our schools, we have developed a checklist of forms that we need. If your child is transferring from another school district and you anticipate that any of these documents will be transferred with your child's school records, please let us know by placing a checkmark (✓) in the appropriate box.

	Document Attached	Document will Transfer with Child's School Records
1. Proof of Residency* REQUIRED by all Colchester schools prior to enrollment (attach verification)	<input type="checkbox"/>	N/A
2. Immunization Record REQUIRED by all Colchester schools prior to enrollment (VT Department of Health requirement)	<input type="checkbox"/>	<input type="checkbox"/>
3. Birth Certificate REQUIRED by all Colchester schools prior to enrollment (a copy is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of Custody Agreement (this is for parents who are separated or divorced)	<input type="checkbox"/>	<input type="checkbox"/>
5. State-Placed Documentation (this is for students who are in state custody)	<input type="checkbox"/>	N/A
6. Student Enrollment Packet (see attached forms provided by the school)		

***The term residency means where you actually live. Residency requirements are not met merely because one owns property in Colchester, has a business or a post office box. Please see our "Residency Verification Form" (on the back of the enrollment form) for a list of documents which we require to verify your residency in Colchester.**

FOR SCHOOL OFFICE USE ONLY

NOTIFY	NOTIFY (if applicable)	POWERSCHOOL FIELDS	PS FIELDS (if applicable)
Records Requested	Parent/Guardian	Title I	Activities
Records Received	Teacher	Special Education	Special Programs
Teacher #	Food Service	504	
Faxed DOE for ID #	School Kitchen	ELL	
	PE Teacher	Homeless	
	Art Teacher		
	Music Teacher		
	Librarian		
	Building Nurse		
	Guidance Counselor		
	F/R Meal Coordinator		
	CO Office Coordinator		
	District Tech. Dept.		
	School Tech. Dept.		
		Address	
		Demographics	
		Emergency/Medical	
		Modify Information	
		Parent/Guardian	
		Transfer Info	
		Modify Schedule	