

REGISTRATION CHECKLIST

Name: _____ Date: _____

- PROOF OF RESIDENCE** – One of the following **must** be submitted:
 - Current Utility Bill (Gas, Electric, Water) with name and address. Disconnect notices will not be accepted.
 - Title Papers
 - Purchase Contract
 - Lease/Rental Agreement (must be on letterhead of rental company)
 - Residency Affidavit
- IMMUNIZATION RECORDS**
 - To comply with Arizona State Immunization Law, specific immunizations are required in order for your child to attend school. Please visit the CUSD Health Immunizations Policy page at <http://www.cusd80.com/Page/458> for specific details.
 - Only documents signed by physician, physicians' office, healthcare provider, or former school record with signature will be acceptable.
- BIRTH CERTIFICATE (STATE CERTIFIED)** – All students must have a Birth Certificate on file. If the birth certificate is lacking upon day of registration, a copy must be submitted **within thirty (30) days**. No student may participate in AIA activities without a birth certificate on record.
- UNOFFICIAL TRANSCRIPTS**
- WITHDRAWAL PAPERS** – Students need official withdrawal documents and transfer grades if enrolling during the school year. Failure to provide transfer grades may result in a loss of credit.
- AIMS TEST RESULTS** (10th – 12th graders AZ schools)
- LEGAL GUARDIANSHIP OR LEGAL CUSTODY PAPERS** – One of the following must be submitted:
 - Custody Paper
 - Arizona Court Appointed Guardianship Papers
 - Documentation from Superior Court of Arizona showing the pending court date for your Guardianship hearing. Final papers must be provided within a week of the hearing date.
- SPECIAL EDUCATION STUDENTS**
 - Current copy of IEP and current psychological report
- REGISTRATION PACKET**
 - Enrollment form
 - Home Language Preference Questionnaire
 - Emergency form
 - Initial Identification of Family Status form (if applicable)

Please be prepared to present these items. If the registrar's office is asked to request that the information be faxed from the previous school, your registration processed may be delayed.