

Documents Required for New Enrollments

1. Current Photo ID of Parent/ Legal Guardian:

- A current driver's license or any other state ID is acceptable
- The biological, foster or adoptive parent may enroll the student, guardians must have the proper guardianship forms signed and a copy of court authorization
- Custody documentation is required in case of divorce or emergency placement

2. Documentation of Child's Date of Birth:

Please bring **ONE** of the following

- Birth Certificate (If biological parent is not listed we will need proof of maternity/paternity)
- Signed hospital certificate with official seal

(NOTE: Kindergarteners **MUST** be 5 years old on or before July 31. First graders **MUST** be 6 years old on or before July 31.)

3. Proof That You Live in the Pattonville School District:

A. If you rent, please bring the following:

- **Current signed lease** or rental agreement that has been **signed by all parties**. Landlord's contact information must be provided as well as lease start and end dates.
- **Two current utility bills**, i.e. gas, electric, land-line phone (NO CELL), water, trash, cable bill, the bill must show the parent/legal guardian's name and service address. **Dated within last 30 days**.
- **If lease is month-to-month**, the lease must be designated month-to-month or will need to be approved by the Director of Student Services. In addition, if you are on a month-to-month lease, you will be required to provide utility bills or bills with your name and address each month to your school of attendance.

B. If you own your home, please bring the following:

- **Current mortgage statement**, deed, paid real estate tax bill/and or signed purchase contract with possession date of closing date no more than **40 days prior** to possession date.
- **Two current utility bills**, i.e. gas, electric, land-line phone (NO CELL), water, trash, cable bill, the bill must show the parent/legal guardian's name and service address. **Dated within last 30 days**.

(NOTE: **Disconnection and past due notices are not acceptable forms of proof of residency.**)

4. Immunization records are required by State Law.

ALL LISTED DOCUMENTS ARE MANDATORY. IF YOU DO NOT HAVE THEM AT THE TIME OF ENROLLMENT YOU WILL NEED TO RESCHEDULE