

ENROLLMENT CHECKLIST

The following items are needed in order to enroll your child(ren) in the Hazelwood School District.

If you are unable to provide any of the required documents, please call (314)953-5000 for assistance

- _____ 1. Original state-issued birth certificate for the student (the enrolling parent must be listed on the certificate).
- _____ 2. Current immunization records for the student. All shots must comply with Missouri state law.
- _____ 3. Transcript for students in grades 9-12 **or** most recent report card for students in grades K-8
- _____ 4. Discipline record from previous school. This applies to students in grades 6-12.
- _____ 5. Current driver's license or state I.D. card of the enrolling parent or guardian.

_____ 6. **PROOF OF RESIDENCY** (current proof of residency is required before all Enrollment and Registration processes)

___ A. Deed of Trust or last year's real estate tax receipt **and** two unpaid utility bills and/or current occupancy permit.

*In addition, if the parent or guardian is not listed on the deed or tax receipt, however, he/she is married to the property owner, a copy of the marriage certificate will need to be provided.

___ B. Current apartment lease **and** two unpaid utility bills and/or a current occupancy permit. *A new lease and two unpaid utility bills will need to be provided when the lease expires.*

*In addition, if the parent or guardian is not listed on the lease, however, he/she is married to the leaseholder/renter, a copy of the marriage certificate will need to be provided.

___ C. Current house lease from a private individual **and** two unpaid utility bills and/or a current occupancy permit. *A new lease and two unpaid utility bills will need to be provided when the lease expires.*

*In addition, if the parent or guardian is not listed on the lease, however, he/she is married to the leaseholder/renter, a copy of the marriage certificate will need to be provided.

___ D. Current sales contract **and** occupancy permit.

* If a sales contract is used as proof of residency, it must be replaced by the deed within thirty (30) days.

___ E. Affidavit of Residency

*Affidavits of Residency are given when a family is residing with another family, person, or household within the Hazelwood School District

See reverse side (page 2) for instructions on how to obtain an *Affidavit of Residency*

AFFIDAVIT OF RESIDENCY CHECKLIST

The following items are needed to obtain an Affidavit of Residency

Parent/Guardian Information:

- A valid state driver's license or state ID card;
- Original state-issued birth certificate for each child to be enrolled. The name of the enrolling parent **must** be on the birth certificate or guardianship paperwork must accompany birth certificates;
- Two (2) different pieces of **current credit mail in the parent/guardian's name**. The mail must be dated within the last the thirty (30) days, must have gone through the United States Postal Services (USPS), and must be delivered to the current address. (Examples are credit card bills, bank statements, cell phone bills, government or state mail, etc.)

and/or

Two (2) different documents confirming the parent/guardian's move from his/her most recent former address. (Examples are final utility bills, letters from previous landlord or mortgage company);

- If applicable, a **current** occupancy permit (the enrolling parent/guardian and all children must be listed on the permit).

Head of Household Information:

All persons in the residence who are listed as the mortgage holder or leaseholder must sign the affidavit of residency and provide these documents:

- Current state driver's license or state ID;
- Deed of Trust, last year's real estate tax receipt, or current house/apartment lease;
- Two current (2) utility bills.

To schedule an appointment

Call (314) 953-5041

Location: Hazelwood School District Residency Office
Hazelwood School District Learning Center
15955 New Halls Ferry Rd
Florissant, MO 63031