



## ENROLLMENT CHECKLIST

The following items are needed in order to enroll your child/children in the Hazelwood School District.  
*If you are unable to provide any of the required documents, please contact 314/953-5000 for assistance*

- \_\_\_\_\_ 1. Original state-issued birth certificate for the student (the enrolling parent must be listed on the document)
- \_\_\_\_\_ 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 entering grades 6-12)
- \_\_\_\_\_ 5. Current driver's license or state I.D. card of the enrolling parent or legal guardian
- \_\_\_\_\_ 6. Current Individual Education Plan and Evaluation (IEP) and/or 504 Accommodation Plan (if applicable)
- \_\_\_\_\_ 7. **PROOF OF RESIDENCY** (current proof of residency is required before enrollment and registration)
  - \_\_\_ A. Deed of Trust or current estate tax receipt, two unpaid utility bills **and** a valid 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, two unpaid utility bills **and** a newly-issued 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, two unpaid utility bills **and** a newly-issued 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.