

REQUIRED REGISTRATION DOCUMENTATION

The following documentation must be presented at the attendance zone school at the time of registration

For Kindergarten registration requirements please go to the following link:

http://www.redclayschools.com/files/_0THmq/_eb2409eb1f434b423745a49013852ec4/2014_15_Kindergarten_Registration_updated_052014.pdf

1. **Birth Certificate** (with raised seal)
A copy of the birth certificate faxed directly to the school by the previous school may be accepted; however, an original must be provided within 30 days of the registration or the child may be withdrawn.
 - If the birth certificate does not contain the name of the parent who is registering the child, additional guardianship verification is required.
 - A legal document (from the court system) may be accepted with the birth certificate if it states the parent's name, relationship to the child and the child's date of birth.
2. **Record of physical examination** (completed within the last 24 months)
3. **Current immunization record**
4. **Most recent student report card (grades K – 8), most recent transcript (grades 9 – 12)**
5. **IEP (Individualized Education Plan) documentation** (if applicable)
6. **Two Proofs of Residence** – Parent, legal guardian or relative caregiver of child being registered is required to provide at least two documents from the lists below. The documents must contain the name and address of the parent, legal guardian or relative caregiver. Addresses must be the same on both documents.

AT LEAST ONE ITEM FROM GROUP A AND ONE ITEM FROM GROUP B MUST BE PROVIDED

Group A

- Copy of the most recent month's mortgage statement
(Copy of home settlement statement may be accepted in lieu of mortgage statement if the home was recently purchased and a mortgage statement has not been received)
- Rental agreement (showing legal parent, legal guardian, or relative caregiver as an occupant)
- Sewer bill (current year)
- Real estate tax receipt (current year)
- A recent original gas or electric bill

Group B

- Current automobile registration card or automobile insurance policy statement
- Rental insurance policy statement
- Most current year's tax documents
- Pay check or pay stub (dated within the past 30 days)
- Two consecutive bank statements (dated within the past 90 days)
- Official US Postal Service change of address notification on returned mail (yellow label with new address should be attached to envelope next to the old address)
- Correspondence from a DE state agency such as DHSS, DSCYF, Department of Labor, and DSS

If living in a residence of another person (not a rental property):

Both parties must complete an Affidavit of Multiple Occupancy. The owner of the property must provide at least one item from Group A and one item from Group B (listed above). The parent of the student being registered must provide at least two items from Group B (listed above).

If living in a rental residence of another person:

Both parties must complete an Affidavit of Multiple Occupancy. The lessee must provide a copy of the current lease agreement and one item from Group B (listed above). If the parent/legal guardian/relative caregiver and child are on the leaseholder's lease agreement, they must provide one item from Group B (listed above). If the parent/legal guardian/relative caregiver and child are not on the leaseholder's lease agreement they must provide two items from Group B (listed above).