

Name/Grade: \_\_\_\_\_

**Manitou Springs School District 14  
Student Enrollment Checklist**



**For New Students Only**

**(All items below, as well as items under New & Returning Students)**

- Student Registration Form
- Signed Home Language Survey
- Documentation of Child's Birth Date
- Immunization Record
- Proof of Residency
- Proof of Guardianship (If not parents)
- Signed Authorization to Release Pupil Information from Previous School

**New & Returning Students**

- Student Registration Form (returning students, updates only)
- Medical Information Form
- Signed Authorization Sheet (Field Trip/Bus, Early Release, Media Coverage)
- Signed iPad Agreement for grades 5-12
- Signed Opt In/Opt Out Form for iPad for grades 5-12
- Signed Acceptable Use of Electronics Form (Student & Parent)
- \$50 iPad Insurance payment for grades 5-12 (checks can be made out to *MSSD #14*)

**High School Only**

- Opt out form for Disclosure of Student Contact Information for Military & Institutions of Higher Education (back side of Authorization Sheet)

## Documents Required for Enrollment

### ➤ Documentation of Child's Birth Date

Please bring one of the following:

- Registered County Birth Certificate
  - Valid Passport
- 
- Kindergarten students must be 5 years old on or before September 1st of the year of enrollment.
  - 1st grade students must be 6 years old on or before September 1st of the year of enrollment.

### ➤ Proof of Residency

Please bring one of the following:

- Warranty deed, Deed of Trust, or Bill of Sale on your home showing a closing date within the past 60 days.
- Purchase contract with possession date or closing date not more than 60 days out.
- Current signed lease or rental agreement not expiring within 60 days.
- Current utility, phone (not cell) or water bill.

### ➤ Proof of Guardianship – if applicable

If the student does not reside with parents, Custody Documentation or Power of Attorney showing the legal guardian will need to be provided.

### ➤ Immunization Records

- Required by state law.
- Official Immunization Record from your child's physician or clinic is required.
- If immunizations are against personal beliefs, religious beliefs, or medical reasons, you must sign the statement of exemption form.
  - Colorado Department of Public Health and Environment- Certificate of Immunization Form <http://www.cdphe.state.co.us/dc/Immunization/Forms/Certificate%20of%20IZ%206-09.pdf>

### ➤ Previous School Information – if applicable

- Name, address, phone & fax number of previous school.
- Copies of Special Education, IEP, 504 or Gifted & Talented plans, if applicable.