

Enrollment packet-Beaver Dam Elementary School

Parent/Guardian must supply the following items for all students upon enrollment:

- **Proof of residency:** In order to register your student in the Beaver Dam Elementary School, the parent or guardian must provide one (1) piece of documentation indication the place of residency. Complete Arizona Residency Documentation form.
- **Immunization Records:** All students entering Arizona public schools are required by law to be immunized prior to the start of classes. Proof of immunizations or signed waiver is required at the time of enrollment and must include the name of the person, the birth date, the type of vaccine administered, and the month, day and year of each immunization. Immunizations are available at no cost through the Maricopa county Health Department. Do call the Immunization Hotline at 602-263-8856 for dates and locations.
- **Birth Certificate:** This certificate is used to verify the correct legal name and birth date. In compliance with federal, state, and district guidelines, all students are enrolled using the legal name on the student's birth certificate UNLESS there has been court-ordered name change and a photocopy of the name change has been provided at enrollment. (You have 30 days to provide a certified copy of the birth certificate or other reliable proof of identity with an affidavit explaining why you can't provide a birth certificate is acceptable.) ARS 15-828.
- **Registration packet:** registration card, emergency medical packet, PLOTE, and electronic user agreement
- **Withdrawal Form:** Please present withdrawal form from most recently enrolled school.
- **Legal guardianship or custody papers:** Are necessary, if applicable to this student based on the following scenarios:
 - If an adoption has taken place, it is reflected with an amended birth certificate, and student lives with adoptive parents as listed on the amended birth certificate, that is sufficient.
 - If the student lives with **one custodial parent as the result of a divorce.**
 - If the **student lives with anyone else**, i.e. grandparent, aunt, uncle, sibling, friends or other relatives. **We must have a photocopy of the court papers granting guardianship within 30 days of enrollment.**
- **Individualized learning plans, evaluations, and other related documents:** Students who are presently receiving special services (special education, gifted, ELL, 504) are encouraged to provide copies of these documents upon enrollment.
- **Homeless education assistance survey:** You must complete the McKinney-Vento Homeless Education Survey to determine eligibility for potential services as a homeless individual.
- **Lunch form:** \$5.00 is due upon registration. You will be called to notify you if you qualify for free or reduced lunch.
- **Bus:** Get accurate bus route from parent.

Step 1	Paperwork for enrollment is completed and checked and necessary copies will be made by school personnel.
Step 2	Student and parent(s) may request to meet with an administrator to discuss attendance policy, dress code, discipline policy, etc.
Step 3	Assign a homeroom and teacher.
Step 4	Give parent information on school start time, breakfast, lunch, bus schedule, etc.
Step 5	45 day screener, let teacher know if student has special education needs.

