

# Student Records Checklist

The following documents are REQUIRED in order to complete the registration process. Failure to submit all required documents may result in the student's placement on a waiting list until all documents are received and classroom space becomes available.

- Student's Immunization Records
- Copy of Student's Birth Certificate
- Proof of Residency within the City of St. Louis
  - Recent UNPAID Utility Bill; or
  - Current Lease Agreement
- Student's Most Recent Report Card
- Individualized Education Plan (if applicable)
- Copy of Student's Social Security Card
- Copy of Student's Discipline Record from Previous School
- Copy of a Picture ID of Student's Parent or Legal Guardian
- Copy of Legal Guardianship Documentation (if applicable)

ALL DOCUMENTS LISTED ABOVE MUST BE RECEIVED IN ORDER FOR YOUR ENROLLMENT APPLICATION TO BE CONSIDERED COMPLETED.

NO STUDENT WILL BE PERMITTED TO ATTEND CLASSES WITHOUT A COMPLETED APPLICATION AND APPROVAL TO REGISTER.