

# Registration Checklist

Below is a checklist of all the **REQUIRED** documentation that is need to enroll a student into the North Providence School district. Before a registration will be accepted and processed parent/guardian must provide all the required information. Please use this as a guide/checklist to ensure the most efficient registration process.

## **Please be sure to sign and complete all the following documents.**

- Special Services form
- Release of Confidential Info Form (Special Ed only)
- Language Survey
- Release of Records
- Registration Application
- Emergency Information
- Media Release
- Athletic Form (middle & high school only)

## **Be sure to provide:**

- Birth Certificate
- Copy of Parent/Guardian ID
- Academic Records (last report card/any records from previous school)

## **Residency documentation:**

- Notarized** Affidavit of Residency by Parent
- Notarized** Landlord Residency Affidavit (if property is not owned by tenant)
- Copy of current Mortgage Statement
- A fully Executed Lease Agreement (must be a **CURRENT** lease agreement)
- Notarized Letter from Landlord or Owner
- Copy of a **CURRENT** major utility bill  
(ex, gas; electric; telephone)

## **Medical documentation:**

- Annual Health History Update
- Medical Shot Records (Immunizations)
- Last Medical Physical (Exam Record)