



## **Western Line School District Registration Procedures for 2021-2022 Through Active Parent for New Students**

**Prior to gaining an Activate Code for registering, the Parent/Guardian must bring the following documents to the school for approval**

- 1. Students Birth Certificate**
- 2. Student's Social Security Card**
- 3. Immunization form**
- 4. Transcript (for students with Carnegie units) or report card from previous school**
- 5. Documentation for Proof of Residency**
  - Custodial agreement or Guardianship papers when the parent/guardian enrolling the child is not listed on the Birth Certificate.
  - Residency Documentation
    - Group A: (one from this list)
      - Filed Homestead Exemption Application Form
      - Mortgage Documents or Property Deed
      - Official Apartment or Home Lease (Current)
    - Group B (one from this list)
      - Current Automobile Registration
      - Current Utility Bill (Electric, Gas, Cable TV or Water)

**Affidavits If the student **and** parent/guardian live with a non-custodial adult, the non-custodial adult must provide a notarized affidavit and required residency documents from both Group A & Group B.**

**\*\*In addition to the non-custodial documents, the custodial parent/guardian must provide one of the following with the in-district address on it.**

- Automobile License Receipt / Registration
- Bank Statement / Work Check Stub / State or Federal Benefit Check
- IRS document, SNAP Verification or other Government Correspondence

**(Continued on back)**

## **New Student Procedures**

### **Once you have the documentation to gain an Activate Code:**

Make an appointment with office staff during the Registration Window to come to the school.

**OR**

If you come to the school without an appointment and parents are already in the office, you may be asked to sign in and wait in your car. Parents, without an appointment will be seen on a first come basis. Once you sign in, you can wait in the parking lot or you may choose to have the office call and set up an appointment.

The list for parents without an appointment will be outside the school office. Parent/Guardian must put their name on the form, time they signed up, and a phone number on the form to be reached. Parents can wait in the car in the parking lot or indicate they want to be called for an appointment.

#### Other Procedures

- All parents/guardians will remain in their car until time to enter the building to meet with staff.
- ONLY the parent/guardian and one other individual will be allowed in the building. NO MORE THAN TWO PEOPLE.** The student(s) are not required to be present for registration.
- Please come with a mask on, (if you do not have one, one will be provided). Hand sanitizer will also be available in the entrance to the office or lobby.
- Parents are encouraged to register students prior to July 23, 2021. Registration will not be available August 2 – 6, 2020. Parents can begin to make appointments beginning August 9<sup>th</sup> if they were unable to complete registration prior to the end of July.