

Dayton SMART Elementary  
REGISTRATION/ENROLLMENT CHECKLIST – NEW STUDENT

How did you hear about our school? \_\_\_\_\_

**DOCUMENTS TO PROVIDE/ INFORMATION TO BRING**

Please have the following information available to complete the enrollment packet:

- ☐ Withdrawal forms from previous school (not applicable for first year Kindergartners)
- ☐ Proof of custody/guardianship (when necessary)
- ☐ Birth certificate
- ☐ Social Security Card
- ☐ Name and address of last school attended (not applicable for first year Kindergartners)
- ☐ Proof of address - please provide any **2** original documents of the following (*must be addressed to parent/guardian at the residence*):
  - ☐ Utility bill/statement (*within the last 30 days*)
  - ☐ Homeowner Deed (*A printout from the auditor's website may be provided instead of a deed*).
  - ☐ Rental/Lease agreement (*signed by both landlord and parent/guardian*)
  - ☐ Recent employment check (*with parent/guardian name and address*).
  - ☐ Federal or state tax returns (*dated within the last 12 months*).
  - ☐ Homeowner or Renter Insurance Statement (*dated within the last 12 months*).
  - ☐ Property Tax Statement (*dated within the previous year and be addressed to the parent at the residence*).
  - ☐ Any piece of mail dated within the last 30 days from the federal, state, or local government, such as Hamilton County Job & Family Services, Social Security, Child Support Enforcement Agency, etc.
  - ☐ Bank Statement

**ENROLLMENT PACKET – FORMS TO COMPLETE**

- ☐ Student Information/Registration Form
- ☐ Home Language Survey
- ☐ Consent for Release of Records
- ☐ Health & Immunization History Form

Enrollment complete? ☐ Yes ☐ No    Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Please note: all documents must be submitted within 2 weeks to secure your child's place.

**Date due:** \_\_\_\_\_.

If your packet is not completed by the specified date, it will be added to the end of the waiting list.