

# The Enrollment Center is now closed.

## Please see information below.



### **Sand Springs Enrollment Center**

104 W. 4<sup>th</sup> (4<sup>th</sup> & Roosevelt) Sand Springs, OK 74063

- ❖ The Enrollment Office will open Monday July 16<sup>th</sup>

Hours are as follows:

7/16/2018-7/27/2018

8:00 a.m. - 4:00 p.m. Monday thru Thursday

8:00 a.m. - 12:00 Fridays

- ❖ 7/30/2018 – 9/7/2018

8:00 a.m. - 4:00 p.m. Monday, Tuesday, Thursday & Friday

10:00 a.m. - 6:00 p.m. Wednesday's up until the start of school.

#### **Items needed to enroll:**

Birth Certificate, Immunization records, Social Security Card and proof of residence in Sand Springs Public School's school district. Items required for proof of residence are Gas or Electric Bill (in parent's name), or Rental/ Lease in parent's name. In addition, grades 9-12 will need to provide School Transcript.

#### **Items needed for Residential or Lease Rental Affidavits:**

Both parties must be present for Residential Affidavit, resident will need to bring GAS or ELECTRIC bill and complete paperwork.

Rental/ Lease Affidavit: You will need to bring in current Lease or Rental agreement and complete paper work.

#### **Items needed to apply for a Transfer:**

A current attendance, grades and any discipline reports. In addition, if your child is receiving any type of special services, you will need to provide a copy of their IEP, 504 and other testing documents.

- **LOCATION CHANGE 9/10/2018 All Transfers, Enrollments and Affidavits will be processed at Special Services, 13 W Broadway.**