

FORT ZUMWALT SCHOOL DISTRICT

ENROLLMENT INFORMATION - Part 1 of the Enrollment Process

Enrollment must be completed by the Parent/Court Approved Legal Guardian

Please submit the required documents to your child's school

If you are not sure which school your child will attend, please call 636-240-2072.

The following documents are required for each student that is enrolling. After submitting these documents, you will receive an email from your child's school with your login information to complete enrollment online.

These documents are in the following pages of this enrollment packet for you to fill out, sign, and return electronically.

Part 2 of the enrollment process with additional forms will be completed online in the Parent Portal. Your child will not be able to start school until both parts are complete. If you do not have access to the internet, please contact the school for assistance.

- Registration Form
- Statement of Proof of Residency form
- Student Transportation Information form

Please submit these documents along with this enrollment packet. These can be sent through email.

- ☐ **Proof of Parent/Guardian Identification** – Driver's license or other state or federally issued photo ID that is valid.
- ☐ **Student's State Issued Birth Certificate** – May be obtained with records from previous school
- ☐ **Complete Record of Immunizations** – Must comply with Missouri state law. May be obtained with records from previous school.
- ☐ **Custody Papers (Divorce Decree, Parenting Plan, Legal Guardianship, etc.)** – if applicable
- ☐ **Proof of Residency** – See below for requirements.

If you own or lease your own home, one document from each list must be submitted.

List A	List B
A Current Rental Agreement -Must be supplied if renting -Must be signed by landlord and tenant(s)	Current Bank Statement
Current Mortgage Statement	Current Credit Card Statement
If you just purchased a home, recent ALTA Settlement Statement* -Must be signed by the buyer & title agent	Current Loan Statement
Current Gas or Electric Bill -Mailing & service address must match	Current Water Bill -Mailing & service address must match
	Welfare, Social Security, or Other Official Mail from Federal and State Agencies
All documents need to be dated within the past 30 days. * If you moved in the last 2 weeks, a second document from List B will need to be supplied in 30 days.	

If you do not own or lease your own home (living with another family, friend, significant other, etc.):

- Both home owner/lessee and parent will need to sign a residency affidavit which may be obtained from the school.

Home owner/lessee will need to supply:	Parent / Guardian will need to supply:
Valid Photo ID	Valid Photo ID
Current document from List A above -Dated within 30 days	Current document from List A or B above -Dated within 30 days
	* If you moved in the last 3 weeks, the statement will need to be supplied in 30 days.

****If you are currently residing in a hotel or shelter or sharing housing (doubled up) due to loss of housing, economic hardship, or personal housing crisis, contact the Homeless Coordinator @ 636-240-2072 or your child's school counselor.**

FORT ZUMWALT SCHOOL DISTRICT

Honored for "Distinction in Performance" by the State Board of Education

REQUEST FOR STUDENT RECORDS

CHILD'S LEGAL NAME (as stated on Birth Certificate)					
Last Name		First Name		Middle Name	
Date of Birth		Grade			

STUDENT'S EDUCATION HISTORY

Please give information for all schools your child has attended in the last 12 months.

Last School Attended					
Name of School				Name of District	
Address		City		State	Zip Code
School Phone		Fax		Email	
Grade(s) or Dates of Attendance					
Previous School Attended					
Name of School				Name of District	
Address		City		State	Zip Code
School Phone		Fax		Email	
Grade(s) or Dates of Attendance					
Previous School Attended					
Name of School				Name of District	
Address		City		State	Zip Code
School Phone		Fax		Email	
Grade(s) or Dates of Attendance					

I give permission for records to be released to Fort Zumwalt School District.

Signature of Legal Parent / Legal Guardian

Date

The student named above is in the process of enrolling. The Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, states that the signature of a parent or guardian is not required for school records to be sent to another educational facility. However, when a parent or guardian is available, we do require his/her signature.

TO THE SCHOOL SENDING RECORDS:

This is a request for the specific information below that applies to the above-named student.	
Disciplinary Records	Attendance Records
Official School Transcript / Records	Health Records and Immunizations
Individual Educational Program (IEP) and Evaluation	Legal Documents Pertaining to Guardianship and/or Parental Rights
Achievement, Assessment, and / or Screening Test Scores	Physician's Medical Report
Special Education Progress Reports	ESL/ELL/ESOL Records and Scores
504 Plan and Evaluation	Gifted Records and Scores
Other Specific Information:	

Fax or Email Records to:

Fort Zumwalt School District - Registration Form

This **Registration Form is part of Step 1**. Once Part 1 of enrollment is complete you will receive your Tyler SIS Parent Portal login credentials so that you can login to the Tyler SIS Parent Portal to complete **Registration Step 2**. **Your child will not be able to start until both steps are completed.**

CHILD'S LEGAL NAME (as stated on Birth Certificate)					
Last Name			First Name		
Middle Name			Preferred Name		
Date of Birth		Grade		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address					
City			State		ZIP
Is the Child Hispanic/Latino?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
What is the child's race?	<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian or Pacific Islander				
Language Spoken in the Home?					
Does the child have a current IEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the child have a current 504 Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does this child have a medical condition the school nurse should know about? <i>Nurse will contact you if Yes.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does this child need to take medication during school hours? <i>Nurse will contact you if Yes.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No		

HOUSEHOLD INFORMATION

This section is for **household residents ONLY** defined as the parent(s)/guardian(s) who reside at the address used for enrollment. Non-Resident information (if applicable) will be completed via Registration Step 2 in the Parent Portal.

HOUSEHOLD PARENT 1		HOUSEHOLD PARENT 2	
First Name		First Name	
Last name		Last Name	
Home/Cell #		Home/Cell #	
Legal Marital Status		Legal Marital Status	
Legal Relationship to Student*		Legal Relationship to Student*	
<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Foster Parent <input type="checkbox"/> Guardian/Caregiver <input type="checkbox"/> Other/Live-in Companion of Parent*		<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Foster Parent <input type="checkbox"/> Guardian/Caregiver <input type="checkbox"/> Other/Live-in Companion of Parent*	
Is there a Parenting Plan/Custody order? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a copy to school.		Is there a court order other than a parenting plan (i.e. current Order of Protection)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Children Attending Other Fort Zumwalt Schools:			

*Use **Other/Live-in Companion of Parent** when Household Parent 2 is NOT legally married to Household Parent 1.

TYLER SIS PARENT PORTAL ACCESS		
Please list email addresses for access to student information on the parent portal.		
Household Parent 1 Email		
Household Parent 2 Email		
Non-Resident Parent 1	Name	Email
Non-Resident Parent 2	Name	Email

Information on residency and student discipline are required by Missouri's SAFE SCHOOLS ACT. Falsification or failure to provide any requested information can result in severe penalties, including recovery of tuition.

Signature of Legal Parent/Legal Guardian		Date	
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STATEMENT OF PROOF OF RESIDENCY

I hereby certify as follows:

I, _____ am the parent/guardian of _____, a student seeking
Parent/Guardian *Student*
to register in the Fort Zumwalt School District, and am legally authorized to make educational decisions for the student.

The student is a legal resident of the District. In making this statement, I certify that I am a legal resident of the Fort Zumwalt School District, and I reside and am legally domiciled (have my permanent home) at the address below. I further certify that the student is a resident of the district and is legally domiciled with me at the foregoing address, which is also the student's permanent home.

Street

City, State, Zip

I am providing two (2) of the following document(s) to establish that I am a legal resident of the District:

Two documents from the following list are required. The first must be from List A. The second document may be from List A or B Put a check next to the documents you are submitting.

<input checked="" type="checkbox"/> List A	<input checked="" type="checkbox"/> List B
A Current Rental Agreement -Required for those leasing their home -Must be signed by landlord and tenant(s)	Current Bank Statement
Current Mortgage Statement	Current Credit Card Statement
ALTA Settlement Statement dated within 30 days -Must be signed by buyer & title agent	Current Loan Statement
Current Gas or Electric Bill -Mailing and service address must match	Current Water Bill -Mailing and service address must match
Affidavit – Required if living with another person or family who owns/leases the home.	Welfare, Social Security, or Other Official Mail from Federal and State Agencies

All documents need to be dated within the past 30 days.
* If you moved in the last 2 weeks, the second document from List B will need to be supplied in 30 days.

☐ I am unable to provide proof of residency due residing in a hotel or shelter or sharing housing (doubled up) due to loss of housing, economic hardship, or personal housing crisis.

I understand that it is a violation of Missouri civil and criminal law to submit false information regarding student residency and **if I have submitted false information** in any of the documents submitted, **I may be charged with and convicted of a Class A misdemeanor and/or a felony** under the criminal laws of the State of Missouri; and that the District may recover the full amount of tuition established by the Board of Education for the entire period of time in which the minor child is enrolled, but is not a resident.

I will provide to the District, upon request at any time, documentation establishing the child's residency in the District, as determined by District policies and procedures. I pledge that any and all such documentation will be accurate and complete. I also understand that the District has the authority to and will conduct observations and investigations to determine whether the District resident and the listed child are residents of and legally domiciled within the boundaries of the District.

Signature of Parent/Guardian

Date

STUDENT TRANSPORTATION INFORMATION

(For Eligible Bus Riders Only)

School _____ Date _____

Grade (please circle) K 1 2 3 4 5 6 7 8 9 10 11 12

Student's Name _____

Home Address _____

Subdivision/Mobile Home Park _____

Parent/Guardian Name _____

Home/Cell Phone _____ Work/Emergency Phone _____

Will student ride the school bus to and from home? Yes _____ No _____

***Students are automatically assigned to a bus and a bus stop that services their home address. If you would like to make a permanent change for your child to go to a babysitter or daycare within the same boundary as your child's school, please call the Transportation Dept at (636) 240-3138.

SCHOOL OFFICE USE ONLY

☐ Check if stop needs to be added

BUS # _____

BUS STOP _____

PICK UP TIME _____

START DATE ON BUS _____

***School needs to inform parents of the bus number, stop and pick up time.