



District Office
Enrollment Services
560 SE university Avenue
Waukee, IA 50263

Online Enrollment Process

Please allow approximately 30 minutes to complete the online enrollment process. To prepare for the online enrollment process you will need to gather some information:

- Student/parent demographic data
- Emergency contacts
- Medical information
- Inclement weather plans

Although the enrollment process occurs online, there are a few forms and items that will need to be correlated and returned to the central administration office. Listed below are the requirements for your child to enroll in kindergarten.

Required

- Your child must be 5 years old on or before September 15th of the current year in which school begins.
- Kindergarten students must be residents of the Waukee Community School District or file the appropriate paperwork for open enrollment or tuition.
- Complete Cover Sheet.
- Proof of Residency – If a homeowner: copy of your most recently paid property tax bill, copy of recent mortgage statement, or print-out from the Dallas County Assessor's Site. If renting: copy of your lease agreement. If you have made an offer on a home: copy of the purchase agreement as well as a completed Permission to Enroll Out of District Students Application. If you have recently closed on a home: a copy of the settlement statement.
- Complete a paper copy of the Home Language Survey.
- A doctor's office copy of your child's current immunizations record if first time in a US School.
- Complete the online enrollment process.

Optional

- Medicine Request Form – may be turned in prior to start of school.
- FERPA (optional - available during the online process).
- Durham Transportation Form (optional - available during the online process).
- Before and After Child Care
 - Beyond the Bell Form (for Grant Ragan, Maple Grove, Shuler, Walnut Hills, and Woodland Hills)
 - YMCA before/after school care for Waukee Elementary, Brookview, and Eason should be turned in to the Waukee YMCA.
- Free and Reduced Meals/Fee Waiver Forms – These forms will be available 4 weeks prior to school.

Other Items Required Within 60 Days of First Day of School

The below items may be turned in if complete:

- Kindergarten students are required to submit a certificate of health (physical) from a licensed physician.
- Kindergarten students are required to submit a completed certificate of immunization, which is in compliance with the Iowa School immunization law, within 60 days of the child's first day of school or be excluded from school. The updated documentation may be turned in to your child's school.
- Kindergarten students are required by Iowa law to have a Blood Lead Test.
- Kindergarten students are required by Iowa law to have a Dental Screening.
- Kindergarten students are required to have a Vision Screening. ** Please note that kindergarten students are advised to have the Vision Screening prior to the child's first day of school.

Use this form for returning required documents/items needed to complete the online enrollment process. Please return this cover sheet with the below items to the Central Administration Office, 560 SE University Avenue.

Enrolling School Year _____



New Student Enrollment Cover Sheet

Please return this cover sheet with the below items to:
District Office, 560 SE University Ave, Waukee, IA 50263.
Only complete packets will be accepted.

Child's Name: _____ Grade: _____
First Middle Last

Child resides with: _____ Child's DOB: _____
(Father, Mother, Grandfather, Grandmother, etc.) If custody is 50/50 it is required to pick a primary person/residence.

Name of person with whom the student resides: _____

Primary Email: _____ Primary Phone: _____

Previous School District/State: _____ , _____

Has your child EVER attended or enrolled in the Waukee Schools? Yes No

Did your student received any specialized support at the last school attended?

504 Plan Special Education Services Speech Services English Language Services
Gifted/Talented Services Math Assistance Reading Assistance At-Risk Assistance

- **Proof of Residency:** If a homeowner: copy of your most recently paid property tax bill, copy of recent mortgage statement, or print-out from the Dallas County Assessor's Site. If renting: copy of your lease agreement. If you have made an offer on a home: copy of the purchase agreement as well as a completed Permission to Enroll Out of District Students Application. If you have recently closed on a home: a copy of the settlement statement.

If there is a sibling currently enrolled with the same address, please list below:

Name: _____ Grade: _____ School: _____
Child's Street: _____ City: _____ Zip: _____

- **Completed Home Language Survey**
- **Request for Records** (Required for those who have previously attended a school)
- **Child's full legal name**

Items below are also required if student is new to kindergarten, a pre-k student, or is not a transfer student from a U.S. school

- **A doctor's office copy of your child's immunizations record**

Prior to school starting in the fall an email will be sent regarding fees, required documents and optional forms that may be required.

.....For Office Use Only

Student Number: _____ FTE: _____ Start Date: _____

Transfer: ____ New: ____ Returning: ____ Attn Center: _____ Nbhd School: _____

___POR ___Proof of Birth ___IMM ___HLS ___R4R ___Other

Notes: