



# 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.

Enrolling School Year: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Enrolling 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: \_\_\_\_\_

Personal 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   
 Math Assistance  Reading Assistance  At-Risk Assistance   
 Gifted/Talented Services  Accelerated Single Subject  Accelerated Full Grade

- **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, a copy of your lease agreement listing the current terms, and signatures of both parties. 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)
- **A doctor's office copy of your child's most recent immunizations record**
- **Child's full legal name**

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: \_\_\_\_\_

Next School \_\_\_\_\_

POR: \_\_\_\_\_ Proof of Birth: \_\_\_\_\_ IMM: \_\_\_\_\_ HLS: \_\_\_\_\_ R4R: \_\_\_\_\_ Other: \_\_\_\_\_

Notes:



## District Office

Enrollment Services  
560 SE University Avenue  
Waukee, IA 50263  
515-987-5161

Thank you for choosing Waukee Community School District! Please review the instructions below and fill out the cover sheet form to begin your registration process.

### Basic Registration Requirements

- Preschool children must be 4 years old on or before Sept. 15 of the year in which school begins.
- Transitional kindergarten and kindergarten children must be 5 years old on or before Sept. 15 of the year in which school begins.
- Transition kindergarten through 12th-grade students must be residents of the Waukee CSD, file the appropriate open enrollment paperwork, or pay tuition.

If you meet these basic requirements, please begin preparing your required enrollment documents.

### Required Enrollment Documents

Please submit the required enrollment documents to the District Office at 560 SE University Avenue. There is a black drop box in the parking lot if you drop papers off after hours, or you can scan and attach documents as PDFs (no photos or images, please) in an email to [enrollment@waukeeschools.org](mailto:enrollment@waukeeschools.org). You must send all documents together — we cannot accept the paperwork until it's complete.

- Online directions and registration cover sheet (This document)
- Proof of residency: Students must be Waukee CSD residents or file the appropriate paperwork.
  - Homeowner: A copy of your most recently paid property tax bill, copy of recent mortgage statement, or printout from the Dallas County Assessor's website.
  - Renting: A copy of your signed lease agreement. The agreement must be signed by both parties and list the tenants and current terms.
  - Made an offer or recently closed on a home:
    - Offer: A copy of the purchase agreement and a completed Permission to Enroll Out of District Students Form.
    - Recently closed on a home: A copy of the settlement statement.
- Home Language Survey
- Certificate of most recent immunization record to be completed by the Physician or Medical Immunization Exemption Form to be signed by the physician or Religious Immunization Exemption Form
- A Completed Request for Records if your child has attended another U.S. school.

After submitting your required enrollment documents, you'll complete an online enrollment portion.

### Online Enrollment Process

In late March, you'll receive an additional, required online form to fill out to complete your enrollment process. We'll send the form and instructions to the email address listed on this cover sheet document. It's important to fill it out promptly. If you submit your enrollment paperwork after March, you'll receive the code to complete your online enrollment roughly 48 hours later. To prepare for the online enrollment process, please gather student/parent demographic data, emergency contacts, and medical information.

### Additional Registration Notes

- Transportation needs will be collected during the online enrollment portion in the spring.
- Free and reduced meals/fee waiver forms will be available about four weeks before school starts.
- Child care enrollment is a separate process.

You can learn more about these topics at [waukeeschools.org](http://waukeeschools.org).

### Requested Health Screenings

Please submit these additional items with your required enrollment documents to the District Office. If you don't have updated forms at that time, you may turn them in to your school nurse within the first 60 days of the start of school.

- Dental Screening Certificate
- Medical Report
- Vision Screening Form

We strongly encourage families to submit the health screening documents listed above to ensure our nursing staff can provide the best care for your child. Please note that documentation of your child's recent immunizations or exemption is required by state law for all new students.