



GALENA PARK INDEPENDENT SCHOOL DISTRICT

STUDENT ENROLLMENT GUIDE

2017-2018

As a public school system, the Galena Park Independent School District welcomes all students who meet applicable age, eligibility, residence, and health requirements.

STUDENT AGE & ELIGIBILITY REQUIREMENTS

PRE-K	KINDERGARTEN	GRADE 1	GRADES 2-12
Student must be four (4) years old on or before Sept. 1 of the current school year AND meet all state eligibility guidelines.	Student must be five (5) years old on or before Sept. 1 of the current school year.	Student must be six (6) years old on or before Sept. 1 of the current school year.	Admission to grades 2 -12 is based on age, previous academic history, and the student's readiness to perform successfully at the assigned grade level.

REQUIRED ENROLMENT DOCUMENTS

1 Parent/Legal Guardian Provide photo ID & proof of authority to enroll	Photo ID <i>(Provide one from below)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Driver's License <input type="checkbox"/> State ID Card <input type="checkbox"/> Military ID <input type="checkbox"/> Passport <input type="checkbox"/> Alien Registration Card/Consular ID 	Proof of Authority to Enroll <i>(Provide one from below)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate of Student <i>(with parent name)</i> <input type="checkbox"/> Child Custody Order/Other Legal Court Order <input type="checkbox"/> Foster Care/CPS Papers <input type="checkbox"/> Divorce Decree or Legal Separation Orders 	
2 Parent/Legal Guardian Provide proof of current residence from COLUMN A printed with the name and address of the parent/legal guardian <i>In absence of proof from COLUMN A, proof from COLUMN B is required.</i> Note: School District Officials may conduct a residency verification at any time!	COLUMN A <i>(provide one original proof from below)</i> <ul style="list-style-type: none"> <input type="checkbox"/> HOMEOWNERS/LEASEE/RENTERS: Utility Bill - Electric, Gas or Water Bill - Dated within 30 days of enrollment - Must include parent/guardian's name and service address - Welcome letters from service providers are acceptable - Disconnection notices are not accepted Signed/Printed Lease Agreement - Must be current and include parent/guardian's name - May omit financial information <input type="checkbox"/> IMPENDING RESIDENCE: Closing/Escrow Papers - May redact financial information (dated within 30 days of enrollment) - Complete Student Transfer Application 	COLUMN B <i>(provide one original proof from below if needed)</i> <ul style="list-style-type: none"> <input type="checkbox"/> RESIDENCY AFFIDAVIT: Landlord Verification Form with: - Copy of Landlord/Lessee DL/ID - Current Utility Bill or proof of current rent payment (within 30 days of enrollment) - Notarized Residency Affidavit <input type="checkbox"/> RESIDENCY AFFIDAVIT: Shared Residency Form with: - Homeowner's DL/ID - Homeowner's current Utility Bill - Notarized Residency Affidavit <input type="checkbox"/> OTHER: - Official correspondence from city, state or federal agency dated within 60 days of enrollment (ex. TDHHS, Attorney General, CPS, Court Document, etc.) - Other, as approved by Superintendent or Designee 	
3 Proof of Student Age & Identity	<ul style="list-style-type: none"> <input type="checkbox"/> Certified birth certificate, Military ID, Passport, School Records, or other legal document that establishes student identity <input type="checkbox"/> Original Social Security Card <i>(if not provided, a State ID number will be assigned)</i> 	NOTE: A provisional 30-day enrollment may be permitted for students experiencing lack of permanent housing or students previously enrolled in a TX public/charter school pending receipt of appropriate documents in compliance with law. FALSIFICATION OF SCHOOL RECORDS IS A CRIMINAL OFFENSE SUBJECT TO CRIMINAL PROSECUTION UNDER SEC. 37.10, PENAL CODE!	
4 Proof of Student Immunization	<ul style="list-style-type: none"> <input type="checkbox"/> Current immunization record signed by physician, or <input type="checkbox"/> Certified immunization exemption records 		
5 Student Academic Records	<ul style="list-style-type: none"> <input type="checkbox"/> Most recent report card/withdrawal forms from previous school <i>(if previously enrolled in school)</i> <input type="checkbox"/> High school transcript <i>(if applicable)</i> <input type="checkbox"/> Special Program records <i>(if applicable)</i> 		