



# Enrollment Checklist

**Student Name:**

---

**Enrollment Documents to be brought in by Parent/Guardian  
Copies to be placed in student file:**

- Application Packet**
- Student's IEP (if applicable)**
- Student's 504 Plan (if applicable)**
- Current Transcript**
- Student's Immunization Records**
  - Student's current physical and medication (if applicable)
  - Other documents from the doctor
  
- Student's Birth Certificate, Passport or Current State ID**
- Health Insurance Card**
- Lunch Form**
- Two Proofs of Address (use the following list of options)**
  - Utility Bill (water, gas, electric)
  - NYC Housing Authority Letter
  - Recent Government Letter Issued on Official Government Letterhead  
(example: Social Security/ Public Assistance/ SNAP Benefits/
  - Medicaid Letter
  - Lease or Deed

We **DO NOT** accept:

Cable /Cell Phone Bills

Credit card/Bank Statements

