



COLONIAL SCHOOL DISTRICT Student Enrollment Procedures

To enroll your child in any school in the Colonial School District, it is necessary for you to present the following information at time of registration:

DOCUMENTATION

- **Proof of Residence (required)**

- Recent utility bill-electric, gas, water, or sewer bill only—must list parent/guardian's name & address (dated within last 60 days). Phone, cable, credit card bills, etc., are not acceptable.
- Signed lease or settlement agreement—must list parent/guardian's name & address
- Colonial School District "Residence Verification Form" is required if the proof of residence is not in the parent/guardian's name. **Note: Form must be notarized & recent utility bill in homeowner's/lesser's name must be attached.**

- **Birth Certificate (required)**

- Official State Document, not a Hospital Birth Record
- **Kindergarten: Child must be 5 years-old on or before August 31**
- Original is preferred; good copy accepted
- Missing Birth Certificate for State of Delaware, contact Bureau of Vital Statistics:
 - New Castle County: (302)283-7130
 - Kent County: (302)744-4549
 - Sussex County: (302)856-5495

- **Immunization Records (required)**

- Letter, form, other documentation from physician
- Immunization Hotline for State of Delaware: 1-800-282-8672

Required Immunizations:

- 4 or more doses of diphtheria, tetanus, pertussis (DTP)
- 3 or more doses of polio virus or oral polio vaccine
- 2 doses of measles, mumps, and rubella
- 3 doses of Hepatitis B vaccine
- Mantoux TB Test - test results provided by doctor, nurse, or medical facility
- Varicella Vaccine (chicken pox) –2 doses for students new to the district
- Lead Screening (pre-school / kindergarten)
- Physical Exam – kindergarten, new enterers from out of state & private school

- **Custody / Guardianship / Relative Caregivers' Affidavit (if applicable)**

- Original Family Court documents only
- Social Service Placement Letter (original)
- Approved Relative Caregivers' Affidavit from Angel Ferrante (302)323-2702

- **Photo ID**

- Parent/legal guardian registering a student must present a driver's license or photo ID obtained from the Division of Motor Vehicle or a passport
- This documentation provides proof of parentage

- **Copy of Recent Report Card for Grades 1-12**