



COLONIAL SCHOOL DISTRICT Student Enrollment Procedures

To enroll your child for any school in the Colonial School District, it will be necessary for you to present the following information:

DOCUMENTATION

- **Proof of Residence (required)**

- Current utility bill - electric, gas, water, or sewer bill only—must list parent/guardian's name & address. Telephone, 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 will be necessary if the proof of residence is not in the parent/guardian's name. **Note: This form must be notarized**

- **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)
- Completed 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**