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:

**DOCUMENTATION**

- **Proof of Residence (required)**
  - Current electric, water, or sewer bill – must have parent/guardian name & address
  - Signed lease or settlement agreement
  - Colonial School District “Residence Verification” form will be necessary if the proof of residence is not in the parent/guardian 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 31st
  - Original 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: (800) 282-8672

**Required Immunizations:**
- 5 or more doses of DTaP or DTP Td vaccine (unless 4th dose was given after the 4th birthday)
- 4 doses of IPV or OPV (unless 3rd dose was given after the 4th birthday)
- 3 doses of Hepatitis B vaccine
- 2 doses of Measles, Mumps, and Rubella vaccine
- 2 doses of Varicella or a written disease history by a licensed healthcare provider
- In August 2016, entering 9th Graders must additionally have 1 dose Tdap (adult booster) and 1 dose meningococcal
  - In 8/2017 – Grades 9-10
  - In 8/2018 – Grades 9-11
  - In 8/2019 – Grades 9-12

- **Custody / Guardianship / Relative Caregiver’s Affidavit (If Applicable)**
  - Original Family Court documents only
  - Social Services Placement Letter (original)
  - Completed Relative Caregiver’s Affidavit from Ahtiya Johnson (302) 323-2702

- **Photo ID**
  - Parent / Legal Guardian registering student must present a valid Delaware driver’s license or Delaware ID card (obtained from the Motor Vehicle)
  - This documentation provides proof of parentage and validates address listed on the data card

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

Revised: July 2019