



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 driver’s license or State ID card (obtained from the Motor Vehicle)

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