



Lanikai Elementary Public Charter School New Student Registration Checklist

E Komo Mai. We are glad you are here.

This is a checklist to help you with enrollment. From you we will need the following:

- DOE Registration Form (blue)
- Confidential Information Form (green)
- Health Form 14 as required by State to include TB Clearance and record of all immunizations/physical examination within the past year.
- Emergency Card
- Photo Release Form
- Request for Pupil's Records Form or Student's Certificate of Release (*Grades 1-6th*)
- Previous years report card (*Grades 1-6th*) OR Bridging the Gap Form (*Kindergarten only*).
- Birth Certificate or Passport
- Signed Procedures of Enrollment
- Top half of records manila folder (*New to DOE students only*)

PLUS:

(These documents are required before registration paperwork is released)

In District Only:

- Proof of Residence by:
 - ✓ A mortgage document or current real property assessment in the parent/legal guardian's name for the student's primary physical residence.
 - OR
 - ✓ A current signed rental agreement or lease agreement in the parent/legal guardian's name covering a period of at least six months, indicating student's primary physical residence.
 - AND
 - ✓ Only required if living with a relative (lease and/or mortgage is NOT in legal guardian's/parent's name) a signed and third-party notarized letter by relative and parent/legal guardian.
 - AND
- A utility bill for water, electric, gas, or telephone; if utilities are included a piece of official mail will need to be provided (bank statement, insurance payment etc.)

Out of District Only:

- Approved Geographic Exception Form

Any Questions? Reach us at: 266-7844