

# Required Documents for Enrollment

After you complete the pre-online enrollment, upload the required documents below:

- Original birth certificate with the raised seal
- Two (2) proofs of residency with your name, address, and current date:
  - **Established Resident**
    - (1) Current mortgage statement or property tax statement with your first & last name, address and current date  
AND
    - (1) Current utility, wireless, insurance declaration page or bank statement with your first & last name, address and current date
  - **New Resident**
    - Property tax transfer affidavit from recent closing  
AND
    - (1) Home owners insurance declaration page, utility, wireless, or bank statement with your first & last name, address and current date
  - **Renters**
    - (1) Current lease (all pages) with your first & last name, address and current date. If your lease has expired and is now month to month bring lease and your landlord's first & last name, address and phone number to verify status  
AND
    - (1) Current utility, wireless, insurance bill or bank statement with your first & last name, address and current date
  - **Living with a Resident**
    - (1) Current mortgage statement or property tax statement or lease of the homeowner with their first & last name, address, and current date  
AND
    - (1) Current utility, wireless, insurance bill or bank statement with your first & last name, address and current date  
AND
    - A signed notarized affidavit by you (the parent) and the homeowner which Oxford Schools supplies and can notarize at no charge
- Immunization Record (available at Department of Health or Doctors office)
- Health Appraisal completed and signed by parent
- Vision Screening (DK/Kindergarten only)
- Hearing Screening (DK/Kindergarten only)
- Dental Assesment (DK/Kindergarten only, print form to take to the dentist)
- Parent's Driver's license (this only verifies who the parent is, not used for residency)
- Legal Custody or Legal Guardianship Documentation (Divorce Decree, PPO's, or Court Orders)
- All Special Education documentation IEP & MET or 504 Plan (if applicable)
- Current Student Transcript/Report Card

Any questions contact, Enrollment Specialist, Kathy Rastigue at 248.969.5019