

**CHARLOTTESVILLE CITY SCHOOLS
REGISTRATION CHECKLIST**

Charlottesville City Schools requires the following forms:

- _____ **Student Registration Form**
(Required for all students. Must be completed and signed. **NOTE:** Be sure to mark and sign for the three statements at the end of Registration Form.)

- _____ **Home Language Survey**
(Required for all students. This form can be completed at the school.)

These forms may also be required in certain circumstances:

- _____ **Residency and custody verification form**
(Required only if student is not living with one or both parents and/or residency has not been determined)

- _____ **Parent’s Authorization for Parent Designee Form**
(Required only if parent is absent for extended period of time)

- _____ **Form to request records from previous division**
(Required only if student is transferring to Charlottesville City Schools from another city or county school division)

The following documentation *must* be presented to the school registrar when enrolling a student:

- _____ **Official Birth Certificate**
or
_____ **Affidavit for Birth Certificate**
(Required when Birth Certificate is not immediately available. Official birth certificate is required within 45 calendar days after registration.)

- _____ **Official documentation for required immunizations**
or
_____ Statement from parent about exemption due to religious beliefs
or
_____ Statement from parent who is eligible under McKinney-Vento Homeless Education Assistance Act regarding absence of immunizations. Parent should provide documentation with 30 calendar days.

- _____ **Official health physical**
(Required for all first-time kindergarten and elementary students)