

WOODBIDGE SCHOOL DISTRICT

Registration Checklist

Woodbridge Early Childhood
Education Center
Grades EC-2
P.O. Box 2007
Greenwood, DE 19950
302-349-4010

Phillis Wheatley
Elementary School
Grades 3-5
48 Church Street
Bridgeville, DE 19933
302-337-3469

Woodbridge Middle School
Grades
6-8
307 Laws Street
Bridgeville, DE 19933
302-337-8289

Woodbridge High School
Grades
9-12
14712 Woodbridge Road
Greenwood, DE 19950
302-232-3333

Child's Name: _____ DOB: _____ Grade: _____

Dear Parent/Guardian:

Please contact the registrar at the school your student will be attending for enrollment times and availability. Listed below are the items that are required for valid enrollment in the Woodbridge School District.

1. ***TWO*** Proofs of District Residency– Parent, legal guardian or relative caregiver of school enterers are required to *provide TWO proofs of residency. The proofs of address must contain the name and address of the parent, legal guardian or relative caregiver. Addresses on each proof of residence MUST be the same. **See below for acceptable proofs of residency***

1. Student's Birth Certificate
2. Child's Social Security Card
3. Student's immunization record (**must be presented at time of registration by Delaware law**)

Required immunizations are:

- 5 or more doses of DTaP, DTP or TD vaccine (unless 4th dose was given after the 4th birthday)
- 4 doses of IPV or OPV (unless the 3rd dose was given after the 4th birthday)
- 2 doses of measles, mumps and rubella vaccine (first dose after the age of 12 months, second dose after the 4th birthday)
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella or a written disease history by a licensed healthcare provider to
- Physical Current, within the (2) two years prior to entry into school
- Tuberculosis (TB) Results from either a TB Risk Assessment or a Tuberculosis Test (Mantoux or Quantiferon TB Gold Test) administered within the past 12 months
- Lead blood test Documentation for children entering kindergarten or pre-school program

4. Valid Photo ID of parent/legal guardian who is enrolling student
5. Withdrawal form from previous school (Elementary/Middle School/High School)
6. Last Report Card or Transcript (Elementary/Middle/High School students only)
7. Student's Individual Education Plan (IEP) if applicable
8. Student's 504 Plan if applicable
9. Custody, guardianship, or caregiver papers

Photocopies will be taken of above items and registration will be considered complete when the information listed above is on file in your student's record. If you have any questions, please do not hesitate to contact the schools.

Acceptable Proof of Residency

ONE ITEM FROM EACH GROUP MUST BE PROVIDED

Group A <u>Proof of Home Ownership or Lease Agreement</u> (one of the below items must be provided)	Group B <u>Proof of residency</u> (one of the below items must be provided)
<ul style="list-style-type: none"> • Copy of a recent month's mortgage statement • Copy of home settlement statement (<i>Used if home was recently purchased and a mortgage statement has not yet been received</i>) • Copy of the Deed to the property (<i>Used if the property is paid off</i>) • Rental Agreement (<i>Showing legal parent, legal guardian, or relative caregiver as an occupant</i>) 	<ul style="list-style-type: none"> • An original utility bill within the past 60 days (<i>Utility bills are gas, electric, cable, internet or landline bills. May NOT be a copy</i>) • Car registration • Automobile insurance policy • Current voter registration card • Rental insurance policy • Homeowner's insurance policy • Estate tax receipt • Most current year's tax documents • Pay check or pay stub (<i>Must be a recent pay check or pay stub</i>) • Notarized letter from employer stating that the registrant is their employee and what address they have on file • Two consecutive bank statements prior to date of registration (<i>New accounts will not be accepted</i>) • Change of address label on envelope (<i>Must be the official Post Office notification; normally a yellow sticker on the outside of the envelope by the old address</i>) • Official letter from a DE State agency such as DHSS, DFS, Dept. of Labor, YRS, TANF

*** If Living in a Residence of Another Person - NOT a Rental Property:**

*The residence must be the primary residence of the homeowner. The owner of the residence **must accompany** the parent/legal guardian/relative caregiver at the time of registration and present a DE Driver's License or State ID for identifying purposes and the information requested as proof of residence, as stated above.*

- Both parties must complete the **Verification of Multiple Occupancy** and **Owner Verification of Multiple Occupancy** stipulating the registering parent/legal guardian/relative caregiver lives in the residence of the homeowner.
- Within 30 days – the parent/legal guardian/relative caregiver of the student(s), who are residing with the homeowner, **must** present **two** items from Group B.

*** If Living in a Rental Residence of Another Person:**

*The residence must be the primary residence of the leaseholder. The leaseholder **must accompany** the parent/legal guardian/relative caregiver at the time of registration and present a DE Driver's License or State ID for identifying purposes and the information requested as proof of residence, as stated above. All handwritten leases and non-apartment complex leases must be verified by building administration prior to enrollment.*

- **Option 1:** The leaseholder may add the registering parent/guardian/relative caregiver's and child/children's names onto their lease agreement.

Within 30 days – the parent/legal guardian/relative caregiver of the student(s), who are residing with the leaseholder, **must** present **two** items from Group B.

- **Option 2:** If the names of the registering parent/legal guardian/relative caregiver and child/children are **not** on the leaseholder's lease agreement, a **Landlord Verification** from the apartment complex/landlord must be completed and notarized attesting to the fact that the registering parent/legal guardian/relative caregiver and student(s) are in residence

Within 30 days – the parent/legal guardian/relative caregiver of the student(s), who are residing with the leaseholder, **must** present **two** items from Group B.