Student Enrollment Paperwork

☐ **Step 1- Provide Proof of Residence** (Lease or notarized letter from the homeowner)

☐ **Step 2- Provide a Copy of a Current Utility Bill in Your Name** (==This is in addition to the proof of residence==. If you do not have utilities in your name, please provide a notarized letter from the homeowner/landlord stating the utilities are provided through them)

☐ **Step 3- Provide Your Child's Most Recent Report Card (Grades 1-8 Only)**

☐ **Step 4- Provide a Copy Child's Birth Certificate**

☐ **Step 5- Universal Form AND Immunization (BOTH forms Required from child's physician)**

☐ **Step 6- Signed letter for Child Study Team** (if applicable)

☐ Step 7- **DLEACS Application** (Return this document WITH the paperwork listed- for copying purposes, please do not staple documents) *If all documents are approved an acceptance letter will be issued*

☐ Step 8- Transfer In/Out Slip from Child's Home Jersey City Public School or Current Charter School (Please Present Them Your Acceptance Letter Last Document Required. ==Do not submit the "Student Transfer Request Form"==)