

ENROLLMENT REQUIREMENTS
Rochester Community Schools
Enrollment Hours
Monday - Friday 7:30 am - 4:00 pm

The following information must be provided **by the parent/guardian** at the time of enrollment. **No other documents will be accepted. Birth certificates and immunization documentation must be in English. If the original documents are not in English, a certified translation must be provided at the time of enrollment.**

- **STUDENT'S ORIGINAL CERTIFIED BIRTH CERTIFICATE - AS REQUIRED BY STATE LAW**
- **PARENT/GUARDIAN PICTURE ID**
- **PROOF OF RESIDENCY** – Only the documents listed below will be accepted. ***Rochester Community Schools reserves the right to verify residency documentation provided at the time of enrollment. Enrollment may be delayed during verification process.***
 - **ESTABLISHED RESIDENT:** Own a home: ***Most current*** property tax statement **and current utility bill**. Lease/Rent: rental agreement, **and current utility bill**. Names of all residents must be on lease/rental agreement.
 - **NEW RESIDENT:** Closing papers (if closing occurred within six months) or, Purchase agreement, or new lease/rental agreement
 - **RESIDING WITH A RESIDENT WHO OWNS THEIR HOME:** If you are residing with a resident who owns their own home, you must provide the resident's current property tax statement, and current utility bill. In addition, you and the resident must complete the **Shared Household Affidavit form** and have it signed by a notary. This form is available at Student Enrollment, and is also posted on the web
 - **RESIDING WITH A RESIDENT WHO RENTS/LEASES:** If you are residing with a resident who rents or leases, you will need to provide their current lease/rental agreement, and a current utility bill. **YOUR NAME AND YOUR CHILD'S NAME MUST BE ON THE LEASE**. In addition, you and the resident must complete the **Shared Household Affidavit form**, and have it signed by a notary. This form is available at Student Enrollment, and is also posted on the web.
 - **GUARDIANSHIP:** Only a parent or legal guardian may enroll a child. Legal guardianship documentation, obtained from the Circuit Court, is required at the time of enrollment. If a child is residing with a grandparent, the grandparent must provide the parent's birth certificate to prove that they are in fact the child's grandparent.
- **CURRENT IMMUNIZATION RECORDS**
 - Vision screening results (kindergarten only)
- **NAME AND ADDRESS OF PREVIOUS SCHOOL ATTENDED.**
- **If child is currently receiving special education services**, please provide the most current Individual Education Plan (IEP).
- **In the case of a divorced parent** - If there are specific stipulations in the custody portion of your divorce decree, providing those **legal documents** to Rochester Community Schools would be beneficial in ensuring your child's safety.