

## LEISD Enrollment Procedures

Establish the relationship between the adult and child. The person enrolling the child must be the parent or legal guardian and reside in the Liberty-Eylau School District. Students who wish to enroll as transfer students or under educational guardianship must have prior approval of the campus Principal.

Upon enrollment Parent or guardian must provide:

### 1. Picture Identification (parent or guardian)

- Valid Drivers License or State of Texas ID Card

### 2. Proof of Residency

Must have at least one of the following in Parent or Guardians Name with a Liberty-Eylau Address:

- Valid Drivers License
- Current Utility bill (Gas, Electric, Telephone, Cable, etc.)
- Rental Lease Agreement

If the family is living in the district with someone else they must provide a letter from the occupant stating that they are living there. They must also provide proof of residence for the address in the occupant's name. You may also request LEISD police department verify residence if necessary.

### 3. In addition to the Enrollment Packet For each child the parent must provide:

- Withdrawal Notice from previous school, Proof of age Pre-K & K
- Shot Record if out of state (have the nurse check records for compliance)
- \*Copy of birth certificate (child)
- \*Copy of Social Security Card

*\*We can't deny enrollment for failure to provide a copy of a birth certificate or social security card. Parents are required to provide these items within 30 days after enrollment. You should however make every effort to get them at the time of enrollment.*

**If parent or guardian is unable to establish residency or provide all required information enrollment is delayed. If all required information is provided and residency is established proceed with enrollment.**

Submit a formal records request to the previous school immediately by fax or mail. You should also contact the previous school by phone and check for discipline and attendance issues. You may do this any time but you should always do this for students who enroll during the school year.

## **Information Required to Register students in Liberty-Eylau Independent School District**

- \_\_\_\_\_ **Identification (Parent)**
    - **Valid Drivers License or**
    - **State of Texas ID Card**
  
  - \_\_\_\_\_ **Proof of Residency**
    - **Valid Drivers License**
    - **Utility bill (Gas, Electric, Telephone, Cable, etc.)**
    - **Rental Lease Agreement**
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  - \_\_\_\_\_ **Copy of Withdrawal Form**
  
  - \_\_\_\_\_ **Copy of Immunization Record**
    - **Have nurse check out of state records for compliance**
  
  - \_\_\_\_\_ **Copy of Birth Certificate**
    - **Parents are required to provide this items within 30 days after enrollment.**
  
  - \_\_\_\_\_ **Copy of Social Security Card**
    - **Parents are required to provide this items within 30 days after enrollment.**
  
  - \_\_\_\_\_ **Copy of Current Transcript or last report card**
  
  - \_\_\_\_\_ **Copy of Discipline Record with Assistant Principal Signature and Phone Number**
  
  - \_\_\_\_\_ **Copy of Last ARD and Evaluation (if applicable)**
  
  - \_\_\_\_\_ **Copy of Attendance Record**
  
  - \_\_\_\_\_ **Copy of Standardized Test Results**
  
  - \_\_\_\_\_ **Other**
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