



# WELLS ISD ENROLLMENT PROCEDURE



Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Enrolling Parent/ Guardian: \_\_\_\_\_

Are the parents of the student divorced: Yes No

If yes, what type of custody is in court documentation? \_\_\_\_\_

If you are a GUARDIAN of the student, can you provide legal documentation as such? Yes No

If no, you cannot enroll the student until legal documentation is in place.

Is the student being served by a special program? Yes No

If yes, please check the appropriate program(s): SpEd Section 504 ESL GT

Previous District(s) of enrollment? \_\_\_\_\_

Are you a Wells ISD resident? Yes No

If yes, continue to box #2. If no, continue to box #1, then #2.

BOX #1	BOX #2
<p>If you are not a resident, you must provide additional documentation BEFORE enrollment can be considered.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application for Transfer</li> <li><input type="checkbox"/> 2 Years of report cards</li> <li><input type="checkbox"/> 2 Years Attendance Records</li> <li><input type="checkbox"/> Complete state testing history (STAAR/ TELPAS/etc)</li> <li><input type="checkbox"/> Special Program Documentation (ARD/504/ESL/GT)</li> </ul> <p>Submit the above documents to the campus principal. Upon principal approval, transfer documents will be given to superintendent for procedural and final approval.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Once approval is granted by superintendent, the Transfer Letter of Understanding must be signed</li> </ul> <p><b>If all the above is complete, move to BOX #2.</b></p>	<p>If a resident or approved transfer, you must provide the following BEFORE enrollment can be completed:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of Residency (residents ONLY) <ul style="list-style-type: none"> <li><input type="checkbox"/> Lease Agreement (signed) -or-</li> <li><input type="checkbox"/> Title of Residential Property -and-</li> <li><input type="checkbox"/> Utility Bill in parent/ guardian name,</li> <li><input type="checkbox"/> ID showing residency address</li> </ul> </li> <li><input type="checkbox"/> Student Social Security Card</li> <li><input type="checkbox"/> Student Birth Certificate</li> <li><input type="checkbox"/> VALID Parent Driver's License or state ID</li> <li><input type="checkbox"/> Custody Documentation -or- <ul style="list-style-type: none"> <li><input type="checkbox"/> LEGAL Guardianship Documentation</li> </ul> </li> <li><input type="checkbox"/> WISD Enrollment Packet</li> <li><input type="checkbox"/> Shot Records (if new to Texas Schools)</li> </ul> <p>If student drives to school:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> VALID student driver's license</li> <li><input type="checkbox"/> VALID insurance of vehicle</li> <li><input type="checkbox"/> License Plate number of student vehicle</li> </ul>

ONCE BOX #1 AND #2 ARE COMPLETE, ENROLLMENT FINALIZATION AND SCHEDULING CAN TAKE 1 TO 2 BUSINESS DAYS. WE WILL CONTACT YOU WITH FURTHER INFORMATION.

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THANK YOU FOR ENROLLING YOUR CHILD IN WELLS ISD.  
WE ARE EXCITED TO SERVE YOUR CHILDREN WITH THEIR EDUCATION!