

**SALT LAKE ELEMENTARY SCHOOL
REGISTRATION REQUIREMENTS**

1. Proof of Residence:

Proof of Residence is defined as documentation by the parent or legal guardian that the child resides at an address within the school's attendance boundary.

Falsification of documents submitted is subjected to penalty under HRS 710-1063. When such a violation is found, the child will be sent back to the school where he/she should properly be attending. The DOE may pursue prosecution at its discretion.

- a. The following documents are accepted as verification of residence:
 - i. Rental/lease agreement, mortgage document or current real property assessment document in the parent/guardian's name.
 - ii. Utility bill for water, electric, gas or telephone that indicates that the billing is in the parent/guardian's name and is being sent to the house; and
 - iii. If the parent or legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted by the school with the following stipulation:
 1. Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
 2. Notarized statement must state the name of relative/friend that is on the relative/friend's proof of residence;
 3. Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
 4. A copy of the relative/friend's proof of legal residence must be attached to the notarized statement; and
 5. Notarized statement must be signed by same name of relative/friend's that is on the relative/friend's proof of legal residence.
- b. Depending on a school's past experiences, a school can request that one or more of the above be provided.
- c. If none of the above is available, then the school may use other documentation to verify residence. A home visit can be made by school staff should there be questionable documentation.
- d. For a homeless child, please refer to the school selection and enrollment guidelines that are provided by the McKinney-Vento Education for Homeless Children & Youth Program (as reauthorized by the NCLB Act of 2001).

2. Birth Certificate:

- a. Original copy

3. Health Requirements:

- a. Immunization Record:
 - i. Form 14 (to be filled out by student's physician)
 - ii. Tuberculin Clearance (PPD Skin Test OR Chest X-Ray)
 - iii. Physical Examination