

For office use only: Date Received _____ Time Received _____ a.m/ p.m. Received by _____ via _____

HS only: Appointment scheduled for: Date _____ Time _____ a.m./p.m. with Counselor _____

Highland Park Independent School District
___ NEW or ___ RETURNING STUDENT ENROLLMENT CHECKLIST

Student Name _____ Campus _____ Grade _____
Parent/Guardian Name _____
Parent/Guardian Email _____
Parent/Guardian Phone #s: Cell _____ Home _____
High School Only: Student ID # _____
Previous School _____ City _____ State _____
Student Email _____

In order to enroll a student in Highland Park ISD, the parent or legal guardian must first complete and submit the online application and deliver the following documents to the student's campus.

Online Enrollment - Print the following four documents from the online process:

- ___ New Student Enrollment Checklist (this page)
- ___ Home Language Survey Form (required by state law)
- ___ Request for Official Student Records Form (allows HPISD to request a copy of student records from previous school)
- ___ Services Previously Provided, if applicable (IEP records, goals/ objectives/ date of last ARD, 504 plan, etc.)

Proof of residency - All three of the following are required for enrollment.

- ___ Copy of a signed/dated/executed contract or closing statement or deed or current lease of reasonable duration; and
- ___ Current electric or water utility bill at the same address; and
- ___ Copy of parent or legal guardian's driver's license or Texas ID card at the same address

Government/Personal Documents

- ___ Copy of student's certified birth certificate DOB: _____
- ___ Copy of student's social security card SS# _____
- ___ Immunization records (required by state law)

Required additional documents

- ___ Copy of custody papers/parenting plans/custody restrictions, etc., if applicable
- ___ Most recent or final report card for students enrolling in grades 1-12
- ___ Withdrawal Form from former school, if transferring during the school year
- Intermediate School only:* ___ Counselor MIS Enrollment Information Form
- Middle School only:* ___ Counselor HPMS Enrollment Information Form
- ___ Athletic Physical Form
- High School only:* ___ Copy of unofficial transcript from former school

Please note:

- **Only complete packets are accepted.**
- **When all items are completed, please bring them to your child's school for review and acceptance.**
- **Your child's enrollment is complete only after the school has received and accepted all of the required documents and at high school, met with the counselor.**