

**PRINCE WILLIAM COUNTY PUBLIC SCHOOLS**  
**CHECKLIST FOR REGISTRATION OF STUDENTS K – 12 (2014 Update)**

**PROOF OF RESIDENCE (Domicile) (1 required) Per Regulation 711-3:**

- Deed or contract on a residential property
- Current rental or lease agreement for residential property
- Notarized Affidavit of Residency

**ADDITIONAL DOCUMENTATION INDICATING RESIDENCE ADDRESS (2 required) Per Regulation 711-3:**

- Drivers License
- Utility Bill
- Car Registration
- Personal Property Tax Bill
- Voter Registration
- Other \_\_\_\_\_

**REGISTRATION FORM:**

- Completed PWCS Registration Form

**OTHER REGISTRATION INFORMATION:**

- Approved Student Transfer Request Form, as applicable (per Regulation 721-1 or 721-2)
- Tuition Student
- Student Experiencing Homelessness

**STUDENT IDENTIFICATION:**

- Birth Certificate
- Birth Certificate Affidavit
- Passport
- Other \_\_\_\_\_

**EVIDENCE OF MEDICAL EXAMINATION/IMMUNIZATIONS:**

- A comprehensive physical examination for students in grades K-5 performed within 12 months prior to the date the student first enters public school
- Documented proof of required immunizations
- Negative results of a tuberculosis screening test for students who have been outside the United States or U.S. territories for three or more consecutive months during the five years prior to the registration date
- Religious exemption

**REQUIRED QUESTIONS:**

- Have you traveled outside of the United States or U.S. territories within the past month?  
If yes, Where? \_\_\_\_\_ (EVD) areas of concern: Guinea, Liberia, Sierra Leone, other countries as updated by CDC
- Have you been exposed to anyone who has traveled out of the United States or its territories and is currently ill? If yes, Where did they travel? \_\_\_\_\_
  - If yes to areas of concern listed, immediately contact school nurse or Supervisor of School Health Services

**EVIDENCE OF CUSTODY/GUARDIANSHIP:**

- Student Information worksheet for Custody, Tuition, and Eligibility for Enrollment, as applicable (per Regulation 711-3, attachment I, )
- Custody/Guardianship court documents (per Regulation 711-1)
- Kinship Care (per Regulation 711-3, attachment IV,)
- Foster Child (per Regulation 714-1, attachments II & III,)
- Other \_\_\_\_\_

**SCHOOL RECORDS RECEIVED:**

- I.E.P., if applicable \_\_\_\_\_
- Transcript/Grades \_\_\_\_\_
- Specialty File Documents \_\_\_\_\_
- Discipline/Criminal History (per attachments, Regulation 715-5) \_\_\_\_\_