



CORSICANA INDEPENDENT SCHOOL DISTRICT
REGISTRATION CHECKLIST
2017-2018 SCHOOL YEAR

NEW STUDENT REGISTRATION INFORMATION

REGISTRATION CHECKLIST

Student ID: _____

Student Last Name: _____ First Name: _____ MI: _____

Student Date of Birth: _____ Grade: _____

Name & Address of Last School Attended: _____

Phone Number of Last School Attended: _____

The following information is **REQUIRED** for new student registration:

- ___ PROOF OF RESIDENCE (CURRENT UTILITY BILL, LEASE AGREEMENT OR SETTLEMENT PAPERS)
- ___ CURRENT DRIVER'S LICENSE OR PICTURE ID
- ___ WITHDRAWAL FORM FROM PREVIOUS SCHOOL, IF ENROLLING DURING SCHOOL YEAR
- ___ LAST REPORT CARD AND/OR UNOFFICIAL TRANSCRIPT, IF ENROLLING DURING SUMMER MONTHS
- ___ IMMUNIZATION RECORDS
- ___ SOCIAL SECURITY CARD
- ___ BIRTH CERTIFICATE

For Office Use only:

ROUTING:

- ___ REGISTRAR
- ___ NURSE
- ___ ASSISTANT PRINCIPAL (IF NECESSARY)
- ___ SPECIAL NEEDS (IF NECESSARY)
- ___ ATTENDANCE OFFICE
- ___ COUNSELOR

APPROVAL BY THE ASSISTANT PRINCIPAL:

- ___ RETURNING FROM ALTERNATIVE/DAEP
- ___ EXCESSIVE ABSENCES
- ___ AFFIDAVIT OF RESIDENCE
- ___ POWER OF ATTORNEY
- ___ OVERAGE/UNDER CREDITED STUDENT
- ___ OTHER ADMINISTRATIVE ISSUE

Administrative Approval: _____ Date: _____

NOTE: IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN, NOT THE SCHOOL, TO OBTAIN ALL OF THE ABOVE LISTED ITEMS FOR REGISTRATION. FAILURE TO DO SO WILL RESULT IN DELAYS IN THE STUDENT'S ENROLLMENT.



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The following items are **REQUIRED** to enroll at **CORSICANA HIGH SCHOOL**:

___ **PROOF OF RESIDENCE – Only the following will be accepted:**

- Current (*within 30 days*) gas, water or electric bill in parent’s/guardian’s
- Closing statement on new home (see “ADDITIONAL REQUIREMENTS” below for more information)
- Current lease agreement in the name of the student’s parent/guardian. Lease must be signed by both the tenant(s) and landlord or apartment manager.

___ **PARENT/GUARDIAN CURRENT DRIVER’S LICENSE OR PICTURE ID**

___ **BIRTH CERTIFICATE**

- Must be a *certified* copy issued by the state or county. Certificates issued by the hospital are not certified documents.

___ **SOCIAL SECURITY CARD**

___ **IMMUNIZATION RECORDS**

___ **WITHDRAWAL FORM FROM PREVIOUS SCHOOL, IF ENROLLING DURING SCHOOL YEAR**

___ **MOST RECENT REPORT CARD, REQUIRED DURING SUMMER MONTHS FOR FRESHMAN/SOPHOMORES**

___ **UNOFFICIAL TRANSCRIPT, NEEDED FOR ALL JUNIORS/SENIORS**

___ **ADDITIONAL REQUIREMENTS (as determined by Registrar’s Office staff)**

- Please call Corsicana High School Registrar’s Office at 903-874-8211 *prior* to enrolling your student(s) if he/she will be living with someone other than a parent or court appointed guardian.
- A notarized *Affidavit of Residence* form (which is available in the Registrar’s Office) will be required prior to enrolling if the parent and student have moved into the residence of a third party. **Both** the parent and third party are required to be present at the time of registration and will need to provide proof of residence (as described above), as well as a current photo ID. This also applies to 18 year old students who are no longer living with their parents.
- Please call Corsicana High School Registrar’s Office at 903-874-8211 *prior* to enrolling your student(s) if you have a signed contract to build or purchase a home in the Corsicana High School attendance area with an anticipated move-in date *after* the first day of school.

Please be advised that it is the responsibility of the student’s parent/guardian to provide the items listed above.

If you do not have the required information, Corsicana High School will not call schools to have the information faxed to us. All records can be faxed to Attn: CHS Registrar at 903-874-7403. If your student’s previous school requires we fax a release of records, please contact the Corsicana High School Registrar’s Office at 903-874-8211, so that we may fax a release. We will not contact schools to check the status of a faxed request. If you have any questions, please feel free to call us at the number listed above. Thank you.

Corsicana ISD (CISD) does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the CISD Director of Human Resources, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the CISD Transition Coordinator, the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent at the Lee Education Center 2200 W. 4th Ave Corsicana, TX 75110, phone (903) 874-7441.