

CRESTWOOD MIDDLE SCHOOL

STUDENT ENROLLMENT REQUIREMENTS

BEFORE A STUDENT CAN BE ENROLLED, THE DOCUMENTATION BELOW MUST BE PRESENTED WITH THE ATTACHED ENROLLMENT FORMS, COMPLETED

1. **VERIFICATION OF ADDRESS**--must provide a recent electric, gas, or water bill with name(s) of the legal guardian(s) who reside at this address. Any other residency issue will be decided after a Chesapeake Public Schools Special Enrollment Request form has been completed, reviewed, and approved by the Director of Student Enrollment at the School Administration Building. These forms are available in guidance.
2. **BIRTH CERTIFICATE**. For out-of-state, out-of-city an **original** birth certificate or notarized affidavit **MUST** be provided. Prior Chesapeake students should have birth certificate numbers filed in their prior school records. If an affidavit is submitted, a birth certificate must be presented within 60 days.
3. **IMMUNIZATION RECORD**--must indicate MONTH-- DAY-- YEAR of all immunizations and second measles (MMR) and Hepatitis B series shots **PRIOR** to enrollment. Immunization record must be presented even if coming from prior Chesapeake school. **IF AN UP-TO-DATE HEPATITIS B VACCINE SERIES HAS NOT BEEN COMPLETED, YOU MUST HAVE A WRITTEN PLAN OF COMPLETION WITH A DOCTOR'S SIGNATURE.**
4. **PHYSICAL EXAMINATION**-- a copy of a physical is required for all 6th grade students or any student **NEW** to public school. This does not have to be a recent physical. If a copy of a physical is not included in the prior school's records, parents will be responsible for obtaining a new physical.
5. **END-OF-YEAR REPORT CARD OR WITHDRAWAL FORM**-- from last school attended listing grade placement, course titles and most recent grades.
6. **INDIVIDUALIZED EDUCATION PLAN (IEP)**-- a current IEP **MUST BE PROVIDED** for all students receiving special education services.
7. **CUSTODY OR GUARDIANSHIP** -- in divorce, separation, or guardianship issues, a copy of legal documentation **MUST** be presented. Anyone enrolling a student, other than a natural parent, must present legal proof of custody. Foster children **must be accompanied** by the social worker and the foster parent for initial enrollment.
8. **DISCIPLINE REPORT** -- Discipline record from prior school must be verified by assistant principal.
9. **STUDENTS RETURNING FROM AN ALTERNATIVE SCHOOL, EXPULSION, OR A CORRECTIONAL FACILITY, MUST HAVE AUTHORIZATION TO RETURN FROM THE OFFICE OF PUPIL DISCIPLINE AT THE SCHOOL ADMINISTRATION BUILDING AND CONFERENCE WITH A PRINCIPAL OF CRESTWOOD MIDDLE SCHOOL.**

