

Required Documentation for Registration

The following information is required when enrolling a new student in school. Please note that a parent or legal guardian must be present.

- **Registration Packet**
- Birth Certificate
- Complete record of immunizations
- Medical physical examination (required prior to start of school year – Preschool and Kindergarten ONLY)
- I.E.P. or 504 Plan, if applicable
- Social Security Number (optional)
- Custody Papers (if parents are divorced)
- Three (3) proofs of residency (see information below)

To enroll a student, the parent or legal guardian must first establish proof of residency in the school district. Proof of residence requires current documentation, one item from List A and two items from List B, and a copy of parent/legal guardian’s driver’s license.

LIST A	LIST B
Real Estate Tax Bill	Unpaid Utility Bill/ Verification of Service from a utility Provider
Mortgage Statement	Paycheck Stub
Residential Sales Contract	Municipal Occupancy Permit
Residential/Rental Agreement – signed by both parties and listing occupants	Government Documents: Social Services, Social Security Statements, IRS returns or other Legal/Court Documents
	Personal Property Tax Bill
	Voter ID Card

A parent/legal guardian who residency is in our district, but is residing with another family member or friend will be required to complete an *Affidavit of Residency*. Verification of eligibility to enroll students will be determined by District Administration. An *Affidavit of Residency* certifying residency at address of property owner will be required. Both the property owner and parent/legal guardian are required to meet with the district registrar and sign this affidavit.

Peggy Gathard
 District Registrar
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 Office Hours: Monday – Thursday, 8:00 a.m. – 3:00 p.m.