



# EAST TROY

COMMUNITY SCHOOL DISTRICT

Committed to the Growth & Success of Each Student, Each Year

## ENROLLMENT CHECKLIST

Student's Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

You can complete Online Enrollment at [www.easttroy.k12.wi.us](http://www.easttroy.k12.wi.us) | [District](#) | [Enrollment](#) | [Enrolling New Students](#). If you prefer to complete paper forms, all enrollment forms can be found under Quick Links at [www.easttroy.k12.wi.us](http://www.easttroy.k12.wi.us) | [District Forms](#)

For special education referral only, staff or parent/guardian should complete the **Enrollment Form for Special Ed Evaluation** form. If placement is determined, parent/guardian must complete the District enrollment requirements below.

### DISTRICT ENROLLMENT REQUIREMENTS

- Enrollment Form
- Health Information Form
- Immunization Form
- Child's Age/Name Verified (original of one of the following presented - no copies will be accepted or made):
  - Birth Certificate
  - Current Passport
  - State ID or Driver's License
- Proof of Residency (one of the following):
  - Lease Agreement with current address, names of people residing at the address, effective date and all parties' signatures.
  - Current Utility Bill (within 45 days); gas, electric, cable, or city/village water with name and current address.
  - Home Purchase Agreement or Offer to Purchase with the name of buyer and seller, and current address.
  - Recent correspondence from a governmental entity with the name and current address. (I.E. Tax bill, assessment letter, department of motor vehicles.)
  - Recent correspondence on a wage statement or W2 year-end earnings statement with name and current address.
  - Affidavit of Residency (District Form) if residing with district resident.
  - Exceptions may be made for a homeless student (as defined in the McKinney-Vento Act).
- Court Documentation for Custody Issues, if applicable

### ADDITIONAL REQUIREMENTS BY GRADE LEVEL *(not including parentally placed private students)*

- Grades EC-12: Transportation Request Form\*
- Grades 4K-12: Acknowledgement of Policies and Additional Consents\*
- Grades 4K-12: Pay Fees\*
- Grades 4K/New 5K: Physical and Vision Examination Report
- Grades 6-8: Meeting (Call 262-642-6740 x4221 to schedule)
- Grades 9-12: Meeting (Call 262-642-6760 x5224 to schedule)

*\*If enrolling for the following school year, requirement can be completed online during annual registration in August.*

### CONTACT INFORMATION

Little Prairie (Grades EC-2) - Mary Brehm  
[brehmar@easttroy.k12.wi.us](mailto:brehmar@easttroy.k12.wi.us)  
262-642-6730 x 2221; Fax: 262-642-2724

Middle School (Grades 6-8) - Colleen Noethen  
[noecol@easttroy.k12.wi.us](mailto:noecol@easttroy.k12.wi.us)  
262-642-6740 x 4221; Fax: 262-642-6743

Prairie View (Grades 3-5) - Phyllis Kneiart  
[knephy@easttroy.k12.wi.us](mailto:knephy@easttroy.k12.wi.us)  
262-642-6720 x 3221; Fax: 262-642-6788

High School (Grades 9-12) - Mary Harding  
[harmar@easttroy.k12.wi.us](mailto:harmar@easttroy.k12.wi.us)  
262-642-6760 x 5224; Fax: 262-642-5723