



EAST TROY

COMMUNITY SCHOOL DISTRICT

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

ENROLLMENT CHECKLIST

Student's Full Name: _____ Grade: _____ Enrollment Date: _____

All enrollment forms can be found under Quick Links at 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

Leona Doubek (Grades EC-1) - Mary Brehm
brehmar@easttroy.k12.wi.us
262-642-6730 x 2221; Fax: 262-642-6723

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

Prairie View (Grades 2-5) - Phyllis Kneiart
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
262-642-6760 x 5224; Fax: 262-642-5723