



EPCUSD 401 New Student Checklist of Documents

(Students must be Elmwood Park residents effective August 15, 2018)

Registration of a student who is not a resident is a fraudulent act. Any student found to have been fraudulently registered will be dropped from attendance rolls immediately. Parents or guardians making a fraudulent registration will be subject to the payment of retroactive tuition charged for non-resident students, not to exceed 110% of the per capita cost. A person who knowingly or willfully presents the District any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in the District shall have committed a Class C misdemeanor and shall be prosecuted by the District.

Student's name (last, first): _____

EP School: _____ Previous School: _____

Provide the following documents:

STEP 1: RESIDENCY

- Proof of Residency (three items—see the Proof of Residency Form for acceptable documents)
- Child's official County birth certificate (must be translated and notarized if coming from a foreign country)
- Custody papers, court order/petition/letters of office or Evidence of Custody, Control and Responsibility of a Student Forms, if applicable

STEP 2: MEDICAL

- New medical exam with proof of receiving age appropriate vaccines: (Tdap, TB (ppd) assessment, 2 MMR, 2 Varicela, 2 MCV)
- Medical Information Questionnaire
- Eye examination report by an eye doctor
- Dental exam (Kindergarten, grade 2 and grade 6 only) **Due by the 2nd Monday of May.**

STEP 3: ACADEMIC

- Illinois State Board of Education Student Transfer Form (letter of good standing)
- 8th grade Diploma (freshman only)
- 8th grade Report Card (freshman only)
- Unofficial Transcript (grades 9-12) (must be translated and notarized if coming from a foreign country)
- Academic records (grades 1-8) (must be translated and notarized if coming from a foreign country)
- IEP/504 (Special Education Papers), if applicable
- Discipline
- Attendance
- Progress Grades, if applicable

STEP 4: MISCELLANEOUS

- Student Data Form
- ISBE/US Department of Education Race and Ethnicity Data Standards Form
- Home Language Survey
- Military Children Registration Form
- AUP (Acceptable Use Policy)
- Photo Release Form
- Records Request Form/Release of Records (to be filled at your registration appointment)
- Fees