
ENROLLMENT CHECKLIST

In an effort to assist you with enrollment, the following checklist is provided as a reminder of the documents you will need to enroll your child(ren) in a Tomball ISD school. If you are unable to produce the documentation as outlined below, please ask to speak with a campus registrar for assistance. **The person enrolling the student must be the student's natural parent, legal guardian, or other person with legal responsibility for the child along with documentation (such as a birth certificate, court order, power of attorney, etc.).**

Documents Needed:

- 1. Proof of Residence** - (The proof of residence must be in the name of the person with legal responsibility for the child or in the name of the person with whom you are living which requires an Affidavit of Residence. An Affidavit of Residence can be obtained through the Assistant Superintendent of Administrative Services located at Central Office, 221 W. Main Street, Tomball, Texas.)
 - **Current Residents**
 - Current Utility Bill (light, gas or water)
 - Property Tax Statement
 - Lease Agreement
 - Student(s) must be listed as an occupant on apartment lease
 - An agreement between individuals requires both notarized signatures
 - House Payment Voucher
 - Affidavit of Residence
 - **Future Residents**
 - Letter from Home Builder
 - Lease Agreement with move-in date indicated*
**If the move-in date will occur after the date the student starts school, a Public Inter-district Transfer form, attaching the supporting document, will need to be completed and approved by the Assistant Superintendent of Administrative Services.*
 - **Non-Residents**
 - Approved Provisional Inter-district Transfer (Employees Only)
 - Affidavit of After School Care attached to a Public Inter-district Transfer form. (These documents may be obtained from Central Office at 221 West Main Street, Tomball, Texas.)
- 2. Immunization Record** – A record showing that the child has the immunizations required by Education Code 38.001, proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission.
- 3. Social Security Card** – In the state of Texas students are tracked by the state identification number. TEA prefers that students are coded using their Federal Social Security Number and we are required to ask for this information. We can only assign the social security number as the student's state id when we have acceptable proof of that number. If acceptable proof is not provided an alternative state id number may be used; however, this id is not accepted by institutions of higher education. Acceptable proof includes:
 - Copy of the Social Security Card
 - Records from previous school
 - Income Tax Forms
- 4. Proof of Identification for Student**
 - Under Age 11 (per the Texas Code of Criminal Procedure 63.019)
 - A certified copy of the child's birth certificate, or another document suitable as proof of the child's identity as defined by the Commissioner of Education in the Student Attendance Accounting Handbook. and a signed REG022 form (available from the campus registrar) explaining the inability to produce a copy of the child's birth certificate.
 - The name of the previous school attended by the child
 - Age 11 and above
 - The child's birth certificate, or another document suitable as proof of the child's identity as defined by the Commissioner of Education in the Student Attendance Accounting Handbook.
 - A copy of the child's records from the schools the child most recently attended
- 5. Proof of Identification for Person Enrolling Student**
 - Current valid state, federal or international photo identification that contains the name, birth date and signature
 - Proof of residency as defined above