

NEW

Enrollment Procedures

Centralized Registration & School Enrollment 2009-2010



What Is Centralized Registration

Centralized Registration is a process for all new and returning students to register at a centralized location prior to enrolling at the student's respective school. The purpose of centralized registration is to ensure accuracy of all student and household information. The district must collect and report this data to the state.

During this process, parents (person on birth certificate) or guardians (person appointed by the court or appropriate social service agency) will provide proof of residency and specific student/household information required by the state. Once the centralized registration is completed, parents/guardians must go to the school to complete the enrollment process.

3 STEP PROCESS

1 I.D. + Residency

Parents or guardians gather the required items listed in the chart to the right.



Returning Students

- Parent/Guardian Picture ID
- One current utility bills (30 days old or less)

Returning Students with Changed Addresses

- Parent/Guardian Picture ID
- Mortgage agreement/rental/lease agreement
- Two current utility bills (30 days old or less)

Students New to the District

- Parent/Guardian Picture ID
- Mortgage agreement/rental/lease agreement
- Two current utility bills (30 days old or less)
- Student Immunization Records
- Student Birth Certificate
- Student Social Security Card
- Student Discipline Record from previous school
- Transcript
- Special Service Record

2 Centralized Registration

Go to the Hickman Mills High School gymnasium during the times and dates indicated. Hickman Mills High School is located at 9010 Old Santa Fe Road, KC, MO 64138. If you need directions or more information, call your home school or (816) 316-7000.

Date	Registration Times @ HMHS
Tues., July 28	8 a.m. – 3:30 p.m.
Wed., July 29	10 a.m. – 6 p.m.
Thurs., July 30	10 a.m. – 6 p.m.
Fri., July 31	8 a.m. – 3:30 p.m.

3 School Enrollment

Once registration is completed, go to your students' home school to get schedules and complete the school enrollment process. New students to the district must call the school for an appointment. This must be done during the four-day enrollment period.

Date	Enrollment Times @ Buildings
Tues., July 28	9 a.m. – 4:30 p.m.
Wed., July 29	11 a.m. – 7 p.m.
Thurs., July 30	11 a.m. – 7 p.m.
Fri., July 31	9 a.m. – 4:30 p.m.



FAMILIES LIVING WITH A DISTRICT RESIDENT

When a parent or guardian is residing with another family in the Hickman Mills C-1 School District, they must be accompanied to registration by the homeowner/lease holder. The homeowner/lease holder must be present to sign an affidavit and to provide the following documents along with your picture I.D.

The homeowner/lease holder must provide the following:

- Mortgage coupon or rental agreement (chart)
- Two current utility bills (30 days old or less)

Parent or guardian must provide two of the following with your current address:

- Current cable bill or installation receipt with name and address listed.
- Current phone bill or installation receipt with name and address listed.
- Recent paycheck stub with your name and address
- Recent car or other insurance bill with name and address
- Bank statement with name and address listed
- Other non-school related official business mail

If, upon enrollment, the parent or guardian cannot provide proof of their residency at the homeowner's/

lease holder's address, their children or student of majority age will not be allowed to enroll in school within the Hickman Mills School District.

EARLY CHILDHOOD, CRITTENTON AND SPOFFORD

Students going to Early Childhood, Crittenton and Spofford will register and enroll at those school sites.

LATE REGISTRATION

After July 31st, late registration will be held at the Baptist Educational Center at 5401 East 103rd St. These registrations will be by appointment only by calling (816) 316-7009. There will be NO enrollment on the first day of school August 13th.