

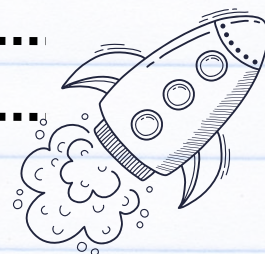
How to Enroll a Student in School

If this is the first time your child will attend this school, call the school and ask what you must bring with you to enroll your child and the best time to go to the school for enrollment. Consider that things will be busiest right before the school day starts, during lunch breaks, and as school is ending. Also find out if there is an on-site school nurse and the best time to reach that person.

A parent or legal guardian must accompany the student to the school for registration with the required information and documents. According to the [Office of Superintendent of Public Instruction \(OSPI\)'s Learning by Choice Guide](#), most schools require the following at a minimum:



- Proof of Age (e.g., birth certificate or passport)
- Health history, including name, address, and phone number of child's doctor and dentist
- Proof of residency (e.g., utility bill, tax statement)
- Parent or guardian's telephone numbers
- Child's immunization records



IF A STUDENT REQUIRES MEDICATION OR TREATMENT WHILE AT SCHOOL

If your child has attended another school, also provide:

- Withdrawal form or report card from the last school attended.
- Expulsion statement, if applicable



If a student has a condition that may require medication or treatment while at school, Washington State law ([RCW 28A.210.320](#) and [WAC 392-380](#)) requires additional steps before the student may begin attending school. The parent or guardian must:

1. Provide the school with a written prescription and/or treatment plan from a licensed health care provider,
2. Provide the prescribed medication and/or equipment outlined in the treatment plan, and
3. Create an Individualized Healthcare Plan with the school nurse.

Schools may develop their own forms, so contact your child's intended school to get the correct forms and provide complete, accurate information.

ADDITIONAL CONSIDERATIONS FOR MILITARY-CONNECTED STUDENTS



Children with parents in the uniformed services may be covered by the [Interstate Compact on Educational Opportunities for Military Children](#), also known as MIC3.

MIC3 was created with the hope that students will not lose academic time during military-related relocation, obtain an appropriate placement, and be able to graduate on time. MIC3 provides uniform policy guidance for how public schools address common challenges military-connected students experience when relocating, including several issues related to enrollment. Learn more about how to resolve Compact-related issues with this [MIC3 Step-by-Step Checklist](#).