



Enrollment Checklist

Please help us serve you best by using this checklist to prepare for the online enrollment process and collect the documents necessary for enrolling your student(s).

If you have questions regarding enrollment, please contact us:

651-565-3559

Student Legal Name & Birthdate Documentation

Acceptable documents are one of the following:

- Birth Certificate (Original or Copy)
- I-94
- Passport
- Hospital Birth Record

If born in Minnesota, birth certificate information may be obtained from the Hennepin County Services Center automated information 612-348-8240 line.

If born outside of Minnesota, contact the city or state health department where the student was born.

Parent / Guardian Relationship Verification

Only legal biological or adoptive parents are allowed to enroll a student. If you are not the legal biological parent of this student, one of the following forms or appropriate documentation will be required. The appropriate form is available after you register in the system and will need to be printed, signed, and uploaded when you begin the enrollment process.

- Adoptive Parent - Adoption Documentation
- Legal Guardian - Guardianship Documentation
- Foster - Court Documentation or Foster Letter
- Ward of the State - Court Documentation or Foster Letter
- Other - Delegation of Powers and Residency Form
 - Court Orders - Upload any documents related to guardianship or custody limitations, if applicable.



Emergency, Health and Immunizations

- Minimum of one emergency contact and their contact information
- Immunization record including month / day / year for all required vaccines is required OR notarized Conscientious Exemption form
- Student medications and any health concerns

Additional Student Information

- Early Childhood Screening Verification (Early Childhood and Kindergarten enrollments only)
 - Required only if the student did not complete his / her early childhood developmental screening in this district. Screen verification must be submitted within 30 days of attendance.
- Transcript (Grades 7 - 12)
 - Required only if student was last enrolled outside of ISD 811
 - If available, please upload the most recent student transcript records. Records will be requested from the previous school district. They will be reviewed and enrollment may be delayed until records are received.
- Day Care provider and their contact information including name, address and phone number
- Previous school including:
 - School Name
 - District
 - City
 - State
 - Dates of Attendance for all previous schools attended

