



## Lanikai Elementary Public Charter School New Student Pre-Registration Form

**E Komo Mai. We are glad you are here.**

**Following is a checklist to use for enrollment. From you we will need the following:**

- Birth Certificate (Hospital Certificate is not acceptable)
- Health Form 14 as required by State to include TB Clearance and/or record of all immunizations/physical examination.
- Confidential Information Form (green)
- DOE Registration Form (blue)
- Emergency Card
- Request for Pupil's Records and Information or Student's Certificate of Release
- Previous years report card and/or that of previously completed quarter for the current school year. Copies provided by parents acceptable.
- Photo Release Form

**PLUS:**

**In District Only:**

- Proof of Residence by:
  - ✓ A mortgage document or current real property assessment in the parent/legal guardian's name for the student's primary physical residence.
  - OR**
  - ✓ A current signed rental agreement or lease agreement in the parent/legal guardian's name covering a period of at least six months, indicating student's primary physical residence.
  - AND**
  - ✓ Only required if living with a relative (lease and/or mortgage is NOT in legal guardian's/parent's name) a signed and notarized letter by relative and parent/legal guardian.
  - AND**
- A utility bill for water, electric, gas, or telephone, unless the rental/lease agreement states that utilities are included.

**Out of District Only:**

- Geographic Exception Form