

Registration Requirements

- At the time of registration, you will be asked to provide the following documentation:
 - **Immunization Records**
Evidence of immunization needs to include proof of diphtheria, tetanus, polio, hepatitis B, chicken pox, Hib, mumps, rubella, and measles. These are required unless parents wish to seek an exemption because of medical or religious reasons. Reference the [Vaccine Requirements](#) for specific grade level requirements. Please download the [Oregon Certificate of Immunization Form](#) in advance. The Oregon Certificate of Immunization Form must be completed by the parent/guardian.
 - **Proof of Age**
Proof of age for the student includes a birth certificate, baptismal certificate, passport, other similar document. Your child is eligible for kindergarten if he/she is five year's old on or before September 1 of the enrolling school year.
 - **Proof of Residency**
Two original documents as proof of residency are required for registration. These documents must be dated within the last 30 days and reflect the home address of the parent/guardian and student.
 - Financial Documents (bank statement, credit card bill, pay stub)
 - Utility Bills (phone, electric, natural gas, water)
 - Government Documents (Social Security, Unemployment Insurance, WIC, Oregon Health Plan). We do not accept driver's license as proof of residency.
 - Insurance (home, rental, health or car)
 - Real Estate Documents (mortgage, rental, lease agreement)
 - Note: A driver's license is not an acceptable proof of residency

If you cannot provide two proofs of residency or you are not the legal parent/guardian of the student, please contact the Enrollment and Transfer Center at 503-916-3205.

- **Contact Information**
Bring contact information from your student's previous school, if applicable.
- **Registration Form**
In addition to the above requirements, complete the [new student registration form](#).

Complete the Registration Process

Bring the requested documentation and completed registration form to your neighborhood or approved transfer school to complete the registration process. For privacy purposes, do not send documents by fax, email, or postal services. Bring documents with you at the time of registration.