



Collect student information

- ✓ Proof of age document (birth certificate, passport or similar document)
- ✓ 2 address verification documents. Examples include mortgage, rental agreement, utility bills (dated within the last 30 days at the time of enrollment), insurance or governmental assistance statement.
 - Parent name, home address and date must be visible
 - If you cannot provide two proofs of address, contact the Enrollment and Transfer Center
- ✓ Immunization records
 - All students must provide proof of immunizations or a valid medical or non-medical exemption to enroll in school. To see the vaccine requirements by grade, visit the Oregon Health Authority's website:
<https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/GETTINGIMMUNIZED/Pages/SchRequiredImm.aspx>
 - Please fill out the **Certificate of Immunization Status (CIS) Form** and provide a copy of your student's vaccination record, or any other supporting immunity documents, to the front office before the first day of school.
- ✓ Vision and Dental Screening Information (new PPS students who are 7 years old and younger).
- ✓ Emergency contact information
- ✓ Previous school's contact information (not required at the start of Kindergarten)

Online registration process

Go to www.pps.net/enroll. Create an Online Registration account. Upload the 2 address verification documents. Complete the online registration and click submit. The school admin assistant will connect with the enrolling parent/legal guardian to collect the immunization records/CIS form and confirm the proof of age as well as gather any missing information necessary to complete the enrollment process.

Note: the online registration will register the student at the school assigned to the home address. To confirm the school, go to www.pps.net/Page/2379 and enter the address in School Finder.

Paper registration process

Complete the paper forms and turn in to your school admin assistant with all supporting documents.

Registration packet includes:

- ✓ Registration form
- ✓ Technology Agreement
- ✓ Proof of age
- ✓ 2 proof of home address
- ✓ Vaccine records
- ✓ Vision and Dental Screening form, if applicable