



COLONIAL SCHOOL DISTRICT

STUDENT ENROLLMENT DOCUMENTATION

To enroll your child for any school in the Colonial School District, it will be necessary for you to present the following information:

DOCUMENTATION

- **Proof of Residence (Required)**
 - Current water, electric or sewer bill – must have parent/guardian name & address listed.
 - Signed lease or settlement agreement.
 - Colonial School District “Residence Verification” form will be necessary if the proof of residence is not in the parent/guardian’s name. *Note: This form must be notarized.*
- **Birth Certificate (Required)**
 - Official State Document, not a Hospital Birth Record
 - *Kindergarten: Child must be five on or before August 31st*
 - Original preferred, good copy accepted.
 - Missing Birth Certificate for State of DE Only: Contact Bureau of Vital Statistics
 - New Castle County – (302) 283-7130
 - Kent County – (302) 744-4549
 - Sussex County – (302) 856-5495
- **Immunization Records (Required)**
 - Letter, form, other documentation from physician.
 - Immunization Hotline (for Delaware): 1-800-282-8672
 - **Required Immunizations:**
 - 4 or more doses of diphtheria, tetanus, pertussis (DTP).
 - 3 or more doses of polio virus or oral polio vaccine.
 - 2 doses of measles, mumps, and rubella.
 - 3 doses of Hepatitis B vaccine.
 - Mantoux TB Test – test results provided by doctor, nurse, or medical facility.
 - Varicella Vaccine (chicken pox) – 2 doses for students new to the district within these grades.
 - Lead Screening (pre-school/kindergarten).
 - Physical Exam – kindergarten, new enterers from out of state and private school.
- **Custody/Guardianship/Caregiver (if applicable)**
 - Original Family Court documents **only**.
 - **Social Service placement letter (original)**.
 - Completed Relative Caregiver affidavit from Barbara Sheppard (302-323-2873)
- **Photo ID**
 - Parent/legal guardian registering student must present a valid Delaware driver’s license or Delaware ID (obtained from the Motor Vehicle).
 - This documentation provides proof of parentage and validates address listed on the data card
- **Copy of Recent Report Card (grades 1-12)**