

## **Enrollment Procedure**

**The enrollment process at Eufaula Schools is quick and easy when the parent or legal guardian brings along the following documents:**

**1. Birth Certificate(s) Original birth certificate(s) are required for students new to the district.**

**2. Immunization Records**

**"No minor child shall be admitted to any public, private, or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations against diphtheria, tetanus, pertussis, polio-myelitis, measles, and rubella, or is likely to be immune as a result of the disease," Oklahoma State Department of Health.**

**3. Social Security Card**

**4. CDIB Card - Certificate Degree of Indian Blood (if applicable)**

## **5. Proof of residence**

**Proof of residence consists of current gas or electric bill, a valid lease agreement or house sales contract reflecting the property address, name and phone number. These documents must be the originals, not photocopies. Documents that Will NOT be accepted as proof of residence include: Driver's license, checks, cable TV, phone bills or other pieces of mail. Persons with house sales contract are required to obtain a transfer from the receiving school district. A contingency contract WILL NOT be accepted.**

**6. Court documents, order of protection, &/or custody papers.**

## **7. Enrollment pack**

**The required enrollment forms are available under Parent Resources on our website, [es.eufaula.k12.ok.us](http://es.eufaula.k12.ok.us)**

**Other enrollment forms may become available at a later date, at which point we will contact you to complete.**

**The underlined items are required prior to enrollment. The elementary office will send a records request to the previous school for any grades, or other needed records.**

