



# Broken Arrow Public Schools - Enrollment Student Enrollment Checklist

A student is officially enrolled in Broken Arrow Public Schools and will receive a class schedule only when the following information and all enrollment forms are submitted to the Broken Arrow Public Schools' Enrollment Center.

**Please Note:** The enrollment center does not obtain your required documents for you. The school site will only request a student's cumulative file from the previous school after the student is enrolled. Therefore, you must provide your student's birth certificate and immunization record at the time of enrollment.

## PROOF OF RESIDENCE (REQUIRED)

If you are a **homeowner**, please submit a current (within the last 30 calendar days) gas, water or electric bill in your name. *(Disconnect/Final notices are not accepted)*

If you are **renting a house or apartment**, please submit a current signed lease agreement with the occupants listed along with a current (within the last 30 calendar days) gas, water, or electric bill in your name. *(Disconnect/Final notices are not accepted)*

If you have recently **closed on a house**, please submit the signed settlement statement found within the contract.

If you are **in the process of closing on a house**, please submit a non-contingent signed contract.

If you are **building a house and ground has been broken**, please submit a building contract with the closing date.

**Note:** Drivers licenses, checks, mail or insurance statements do not meet requirements for proof of residence.

## PRE-KINDERGARTEN IMMUNIZATIONS (REQUIRED)

DTaP/DPT 1  2  3  4

VARICELLA

OPV/IPV 1  2  3

HEP B 1  2  3

MMR 1

HEP A 1  2

## KINDERGARTEN - 12TH GRADE IMMUNIZATIONS (REQUIRED)

DTaP/DPT 1  2  3   
4  5

VARICELLA

OPV/IPV 1  2  3  4

HEP B 1  2  3

MMR 1  2

HEP A 1  2

*Additional Immunization: 7th-12th Grades Only*

Tdap 1

## ADDITIONAL DOCUMENTATION (REQUIRED)

- State Certified Birth Certificate** (No hospital footprints)
- Custody/Guardianship**, if applicable (Court-filed papers only)
- Transcript** (9th - 12th grade) *(required at school site after leaving enrollment services)*
- Parent/Legal Guardian's Photo ID**