

Required Documentation for Registration

The following information is required when enrolling a new student in school. Please note that a parent or legal guardian must be present.

- **Registration Packet** (translated forms available, please contact District Registrar)
- Birth Certificate
- Social Security Number (optional)
- Custody Papers (if parents are divorced)
- Complete record of immunizations
- Medical physical examination (required prior to start of school year – Preschool and Kindergarten ONLY)
- Three (3) proofs of residency (see information below)

To enroll a student, the parent or legal guardian must first establish proof of residency in the school district. Proof of residence requires current documentation, one item from List A and two items from List B, and a copy of parent/legal guardian’s driver’s license.

LIST A	LIST B
Real Estate Tax Bill	Unpaid Utility Bill/ Verification of Service from a utility Provider
Mortgage Statement	Paycheck Stub
Residential Sales Contract	Municipal Occupancy Permit
Residential/Rental Agreement – signed by both parties and listing occupants	Voter ID Card
	Government Documents: Social Services, Social Security Statements, IRS returns or other Legal/Court Documents

A parent/legal guardian who residency is in our district, but is residing with another family member or friend will be required to complete an *Affidavit of Residency*. Verification of eligibility to enroll students will be determined by District Administration. An *Affidavit of Residency* certifying residency at address of property owner will be required. Both the property owner and parent/legal guardian are required to meet with the district registrar and sign this affidavit.

Peggy Gathard
 District Registrar
pgathard@bayless.k12.mo.us
 phone: 314-256-8100
 fax: 314-544-6315