

## **BASIS DC STUDENT ENROLLMENT FORMS**

### **BASIS DC Registration Checklist**

- Student's Name:
- Date of Birth:
- School Year:
- Grade Applying to:

**All the following documents are required and must be submitted as part of the registration process once you have accepted an offer of enrollment.**

- Student Registration Form, including Emergency Contact and Medical Information Form, and Home Language Survey
- Media Release Form
- Blackbaud's Charter Services Account Notice
- Seat Acceptance/Records Release form acknowledgment
- Washington, D.C. Proof of Residency Documentation Form (available from the Registrar)
- Medical (including HPV) Record - DC Universal Health Certificate Form
- Dental Record - DC Oral Health Assessment Form
- COPY of student's proof of identity (e.g. birth certificate, passport, adoption records)
- COPY of proof of residency within Washington, D.C. Note: the address on the document MUST match the address on the registration packet. See Residency Verification Guidelines for acceptable documents.
- COPY of Parent/Legal Guardian's proof of identity (e.g. state issued ID)
- COPY of up-to-date Immunization Records, or a completed Statement of Exemption from Immunizations form

### **Please provide the following documents (if relevant):**

- Relevant custody information (e.g. court decision regarding sole custody, divorce decree order, foster care)
- Medical Authorizations - Department of Health Medication Plan and Procedure, Department of Health Anaphylaxis Plan, or Department of Health Asthma Plan
- Legal Alert (e.g. restraining order information)
- 504/IEP/Evaluation

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*\*As used in this policy, the term "BASIS" refers to: BASIS Educational Group, LLC, BASIS Charter Schools, Inc., BTX Schools, Inc., BDC, A Public School, Inc., BBR Schools, Inc., and all affiliated entities.*