

REGISTRATION PROCEDURES

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

REQUIRED DOCUMENTS *

1. **Birth Certificate** (Official State Document; not Hospital Birth Record)
 - State Certificate of Live Birth
 - Original preferred; good copy accepted
 - Missing Birth Certificate (Vital Statistics 302-995-8588)

Note: Child must be five on or before August 31 for entry into Kindergarten.

2. **Medical Records**
 - Immunizations and dates documented by a licensed healthcare provider. (Immunization Hotline 1-800-282-8672)
 - 5 or more doses of DtaP,DTP or DT vaccine(unless the 4th dose was given after the 4th birthday)
 - 4 doses of IPV or OPV (unless 3rd dose was given after the 4th birthday)
 - 2 doses of Measles ,Mumps and Rubella vaccine (first dose after the age of 12 months, second dose after the 4 th birthday)
 - 3 doses of Hepatitis B vaccine
 - 2 doses of Varicella vaccine (a disease history in lieu of the varicella vaccine MUST be verified by a healthcare provider to be exempt from the vaccine). For the 2009-2010 school year, varicella vaccine is required for grades KN-6.
 - Physical: current , within the past two years
 - Tuberculosis: Results of Mantoux TB Skin Test completed within the past 12 months or risk assessment as recommended by the Delaware Division of Public Health
 - Children who enter Pre School and/or Kindergarten, or at age 5 shall be required to provide documentation of lead screening
3. **Custody or Guardianship** (if applicable)
 - Original Family Court documents **only**
 - Social Service Placement Letter (original)
 - Relative Caregiver Authorization (contact Education Options 552-2618)
4. **Proof of Residence (dated within 60 days and must have parent/guardian name and address on the bill)**
 - Recent Electric Bill (service location must match mailing address)
 - Signed and dated Lease or Signed and dated Settlement Statement
 - State of Delaware "Verification of Residence" Form
 - Notarized Christina School District "Residence Verification" will be necessary if the proof of residence is not in the name of the parent/guardian.
5. **School Records**
 - Report Card from previous school
 - Transcripts for students in Grades 9 – 12

When registering students within the Christina School District, school secretaries **must call between buildings to request birth certificate and immunization records from the previous school. (Immunizations must be approved by nurse before registration.) Parents need not provide these documents again.*

Marcia V. Lyles, Ed.D., Superintendent