Welcome to Oklahoma City Public Schools, the largest school district in Oklahoma with dedicated staff providing a wide range of opportunities for an incredible year of student learning!

Age Requirements to Enroll in Public School:
On or before September 1st of the school year the child is enrolling for, the student must be age 4 to enroll in PK, age 5 to enroll in KG, and may be ages 6-21 to enroll in grades 1-12.

In addition to the enclosed forms, parents or guardians must provide the following:

1. Child’s Birth Certificate
   The school will make a copy of the original to file in the student’s cumulative folder. (Birth Certificate doesn’t need to be provided if already on file at the school.)

2. Current Immunization Record
   Requirements are listed on the Oklahoma State Department of Health’s website: https://www.occhd.org/eng/health-services/immunizations
   Vaccine Requirements: PK-12 grades

3. Two Proofs of Residency
   May include, but not limited to the following:
   • Proof of payment of local personal income or property taxes
   • Title to residential property in the district, or a valid unexpired lease agreement, or current receipts for payment of rent on a district residence where the student lives
   • Proof of current utilities (gas, water, or electric bills)
   • A valid, unexpired driver’s license or motor vehicle registration
   • Voter registration

4. Photo ID of Parent
   Acceptable forms of ID includes: State Issued ID, Driver’s License, Matricula, or Passport. ID must have an expiration date and must be current.
   • Contact your school site or the District PK-12 Schools Office at 587-0049 with any enrollment issues.

5. Previous School’s Withdrawal Form and Report Card or Transcript
   When enrolling from a non-OKCPS site, please include the withdrawal form from the student’s previous school as well as a report card or transcript to expedite proper classroom and schedule placement.

Paquete de Registro/Inscripción del Estudiante

Los padres y tutores deben matricular a sus hijos en su escuela de residencia. Los padres pueden utilizar el localizador de la escuela de nuestro distrito que se encuentra en la página principal de www.okcps.org, o póngase en contacto con los Servicios Estudiantiles al 587-0438 para poder identificar la escuela de residencia que le pertenece.

Requisitos de Edad para Inscribirse en la Escuela Pública:
En o antes del 01 de septiembre del año escolar, el niño que se está inscribiendo debe tener 4 años de edad para inscribirse en PK, 5 años de edad para inscribirse en KG, y puede tener las edades de 6-21 años de edad para inscribirse en los grados 1-12.

Además de los Formularios de Inscripción Cerrados, Padres o Tutores Deben Proporcionar lo Siguiente:

1. Certificado de Nacimiento del Niño
   La escuela hará una copia del original para ser archivado en la carpeta escolar del estudiante.
   (No será necesario proveer Certificado de nacimiento si ya está archivado en la escuela.)

2. Registros de Vacunas
   Los requisitos se encuentran en la página web del Departamento de Salud del Estado de Oklahoma: https://www.occhd.org/eng/health-services/immunizations
   Vaccine Requirements: PK-12 grades Pongase en contacto con su médico regular o el Departamento de Salud del Estado para ubicar localidades donde su hijo podría obtener vacunas que aún puede necesitar.

3. Dos Pruebas de Residencia
   Puede incluir lo siguiente, pero no está limitado a:
   • Comprobante de pago de la renta personal o de impuestos locales de propiedad.
   • Título de propiedad residencial en el distrito, o un contrato de arrendamiento vigente válido, o los recibos de pago de alquiler en una residencia del distrito donde vive el estudiante
   • Comprobante de utilidades actuales (gas, agua, o las facturas de electricidad)
   • Licencia de conducir o registración del vehículo válida y vigente
   • La inscripción de votantes

4. ID con Foto de los Padres
   Formas aceptables de identificación incluyen: ID del Estado, Licencia de Conducir, Matricula, o Pasaporte. El ID debe tener una fecha de vencimiento y debe estar al día.
   • Contact your school site or the District PK-12 Schools Office at 587-0049 with any enrollment issues.

5. Formulario de Retiro de la Escuela Anterior (si procede)
   Cuando se matricule en una escuela que no corresponde a OKCPS, incluya el formulario de baja de la escuela anterior del estudiante, así como un certificado de estudios para agilizar el proceso y sea colocado en el aula y horario adecuado.
Please gather the following to complete the Registration/Enrollment Information:

- **Household Information** - address and phone numbers (2 proofs of residency)
- **Parent Information** - work and cell phone numbers, email addresses (Photo ID)
- **Student Information** - demographic/health/medication (Birth Certificate & Immunization Record)
- **Emergency Contact(s)** - address(es), date of birth, and phone number(s)

The district will receive the data exactly as it is entered by you:

- Please spell student name(s) exactly as it appears on the birth certificate
- Please spell parent/guardian name(s) exactly as it appears on the photo ID
- Capitalize the first letter of a name and use proper punctuation when applicable (First Middle Last)
- Please enter Dates as MM/DD/YYYY (MM = Month; DD = Day; YYYY = Year)
- Please enter phone numbers as xxx-xxx-xxxx
- Please contact your school’s front office for assistance.

Parent/Guardian, please complete the following questions regarding your student enrolling today:

- My student is returning to OKCPS. Previously Attended School: ___________________________
- My student is brand new to OKCPS. Previous District, School, City, State ______________________

**REGISTRATION/ENROLLMENT PACKET**

**HOUSEHOLD INFORMATION** (Provide 2 Proofs of Residency to Front Office)

**HOUSING SURVEY** (Check where Student Resides/Sleeps at Night)

**PERMANENT ADDRESS:**
- At the Primary address listed below (Address is in the OKCPS boundary for ___________ School.)
- If enrolling in a different OKCPS site, (must have received Principal approval): ☐ In-District Transfer
- At the Primary address listed below (Address is outside of OKCPS boundaries and is in __________________ Public Schools)
  - Transfer approval required through Student Services (must have received Principal approval): ☐ Open Transfer ☐ Emergency Transfer

**TEMPORARY ADDRESS:** (Mckinney Vento information will be provided to the District Office)
- In an Emergency or Transitional Shelter (List Name: ______________________)
- Living in a car, park, temporary trailer park or campground due to lack of alternative adequate accommodations, public space, abandoned building, substandard housing, bus or train station, public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings or similar settings.
- In a house, building or trailer without water or electricity.
- Temporarily with another family member or friend due to parent/guardian’s loss of job, loss of housing until we can locate affordable housing (doubled up)
- In a hotel or motel until we can locate affordable housing
- With an adult that is not a parent or legal guardian
- With friends/relatives/alone/or in different locations without an adult serving as a caregiver (unaccompanied youth)
- Wherever I can find a place to stay at night
- Other. Please explain __________________________

If you selected one of the options above, please fill out the McKinney-Vento Enrollment Questionnaire available in the school’s front office.

**PRIMARY ADDRESS** (List Student’s Primary (Permanent or Temporary) House# and Street Name)

House # __________ Street Name __________________________________________ Apt. ______

(include direction and street type)

City________________________ State_________ Zip_________ County____________________

**SECONDARY ADDRESS** (List Secondary House#/Street where Second Parent/Guardian Resides) #Applicable

House # __________ Street Name __________________________________________ Apt. ______

(include direction and street type)

City________________________ State_________ Zip_________ County____________________

**MAILING ADDRESS** (List PO Box/Other for Receiving Mail) #Applicable

House # __________ Street Name __________________________________________ Apt. ______

(include direction and street type)

City________________________ State_________ Zip_________ County____________________
Parent Information (Provide Photo ID to Front Office)

Resides at: [Address Listed on Page 2]
- Primary Address
- Secondary Address
- Other: ______________________________

HOME LANGUAGE
Is a language other than English used in your home?
- No
- Yes
- Other: ______________________________

Spoken: [ ] More Often [ ] Less Often

Note: All students must have completed ‘HOME LANGUAGE SURVEY FOR PRE-K-12 SCHOOL DISTRICTS’ form on file.

WORKSHIELD INFORMATION SURVEY is used in a number of ways that impact other federal and state funding to your school. Please help us gather this important information, that will be confidential and not shared with anyone except state and federal funding sources.

- Annual Gross Income: (Report all household income)
  - [ ] Less than $21,775
  - [ ] Between $21,775 and $29,471
  - [ ] Between $29,471 and $37,167
  - [ ] Between $37,167 and $44,863
  - [ ] Between $44,863 and $52,559
  - [ ] Between $52,559 and $60,255
  - [ ] Between $60,255 and $67,951
  - [ ] Between $67,951 and $75,647
  - [ ] Between $75,647 and $83,343
  - [ ] Between $83,343 and $91,03
  - [ ] Between $91,03 and $98,735
  - [ ] Between $98,735 and $106,431
  - [ ] Over $106,431

- Highest Level of School Completed: [ ] No Diploma or Degree [ ] GED [ ] HS Diploma [ ] Associate Degree [ ] Bachelor Degree [ ] Master Degree [ ] Doctorate

Relationship to Student:
- Emergency Contact, and
- Legal Guardian/Custody
- Custody Alert [ ] Provide legal documentation
- Other: ______________________________

Place of Employment:
Are you a civilian working on federally owned property?
- No
- Yes
- If Yes, Check: ______________________________

Are you in the Military?
- No
- Yes
- If Yes, Check: ______________________________

Parent(s)/Guardian(s) must Complete and Sign the enclosed Release Agreements form.

HOME PHONE (xxx) xxx-xxxx
CELL PHONE (xxx) xxx-xxxx
WORK PHONE (xxx) xxx-xxxx

PARENT/GUARDIAN (1) EMAIL: ______________________________

Contact preferences will default for you to receive notifications through your Infinite Campus Parent Portal and email (if applicable).

PARENT/GUARDIAN (2) NAME (WRITE NAME AS SHOWN ON PHOTO ID)

DATE OF BIRTH (MM/DD/YYYY)

GENDER
- [ ] F
- [ ] M

Resides at: [Address Listed on Page 2]
- Primary Address
- Secondary Address
- Other: ______________________________

HOME LANGUAGE
Is a language other than English used in your home?
- No
- Yes
- Other: ______________________________

Spoken: [ ] More Often [ ] Less Often

Note: All students must have completed ‘HOME LANGUAGE SURVEY FOR PRE-K-12 SCHOOL DISTRICTS’ form on file.

Relationship to Student:
- Emergency Contact, and
- Legal Guardian/Custody
- Custody Alert [ ] Provide legal documentation
- Other: ______________________________

Place of Employment:
Are you a civilian working on federally owned property?
- No
- Yes
- If Yes, Check: ______________________________

Are you in the Military?
- No
- Yes
- If Yes, Check: ______________________________

Parent(s)/Guardian(s) must Complete and Sign the enclosed Release Agreements form.

HOME PHONE (xxx) xxx-xxxx
CELL PHONE (xxx) xxx-xxxx
WORK PHONE (xxx) xxx-xxxx

PARENT/GUARDIAN (2) EMAIL: ______________________________
**Student Information (Provide Birth Certificate(s) & Immunization Records for Student to Front Office)**

<table>
<thead>
<tr>
<th>STUDENT (1)</th>
<th>FULL NAME</th>
<th>(WRITE NAME AS SHOWN ON BIRTH CERTIFICATE OR OTHER APPROVED SOURCE)</th>
<th>DATE OF BIRTH (MM/DD/YYYY)</th>
<th>PLACE OF BIRTH</th>
<th>CITY</th>
<th>STATE</th>
<th>COUNTRY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>GENDER</th>
<th>Date student FIRST ENROLLED in U.S. Public School (MM/DD/YYYY)</th>
<th>Entering Grade Level</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Has Student Ever Been Retained</th>
<th>School Previously Attended</th>
<th>Name of Last School or Pre-School Attended</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ETHNICITY/RACE</th>
<th>If Student is enrolling for the FIRST time in Public Education in grade PK, K, or 1; Please check the following if the student or parent participated: (SB 569):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TRANSPORTATION</th>
<th>STUDENT NUTRITION SERVICES</th>
<th>TITLE VII STUDENT ELIGIBILITY</th>
<th>STUDENT SERVICES RECEIVED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HEALTH SERVICES*</th>
<th></th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>OTHER CHILDREN IN HOUSEHOLD</th>
<th></th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>IMMUNIZATIONS (Provide to Front Office to Verify)</th>
<th>TRANSFER Approved by Principal</th>
<th>Parent Provided: (Provide to Front Office to Verify)</th>
</tr>
</thead>
</table>

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**Notes:**
Unless ‘No’ is checked below, Parent and Student(s) agree to the following:

- **Expectations and Student Code of Conduct** - Student and parent understand the student will be held accountable for behavior and subject to disciplinary consequences outlined in the expectations and student code of conduct.

- **OKCPS Acceptable Use Policy (AUP)** - Student and parent understand violating the OKCPS acceptable use policy (AUP) may result in loss of internet / computer privileges and/or other district disciplinary measures. Student is given parent permission to access, produce, video conference, and communicate information on the district network resources for the current school year for class assignments under the supervision of the teacher.

- **Textbook Responsibility** - Parent will be responsible for any textbooks issued to student listed below for his/her use while he/she is enrolled in OKCPS.

- **Student Directory Information** - Parent gives permission for release of student directory information which may include a student’s name, address, telephone number, the name of the student’s parents, the student’s date and place of birth, the student’s major field of study, study and class designation (grade), the student’s extracurricular participation, the student’s achievements or honors, the student’s photograph or video, the student’s dates of attendance, and the most recent educational institution the student attended prior to enrolling in the OKCPS district. If the student is a member of an athletic team, the student’s height and weight may be provided to third-parties upon request, directory information will be provided, without parental notification or written authorization, to third-parties who requests the information.

- **Military Recruiters** - Parent grants permission for the OKCPS district to release directory information regarding the student listed below to military recruiters.

- **Metropolitan Library Card** - Parent gives permission for the OKCPS district to release directory information regarding the student listed below to the Metropolitan Library for issuance of a library one card.

- **Medical Treatment** - When a principal or teacher is unable to reach you in the event that your child is injured in an accident or becomes seriously ill, EMSA may be called and the cost directed to you. EMSA will only be called in medical emergencies and/or if you cannot be contacted. You must provide your school with current phone numbers and additional emergency contacts to be reached should your child become seriously ill or injured during school hours, thus requiring emergency medical treatment.

- **CPR Instruction for Students** - Parent gives permission for the student to receive CPR instructions provided by OKCPS. All students in public schools shall receive instruction in cardiopulmonary resuscitation (CPR) at least once between ninth and twelfth grade, as required by the Dustin Rhodes and Lindsey Steed CPR training act (70 o.s. § 1210.199). As required by the act, instruction of CPR shall be based upon an instructional program which is nationally recognized and evidence-based. School districts may use emergency medical technicians, paramedics, police officers, firefighters, teachers, other school employees, or other similarly qualified individuals or organizations to provide the instruction. A school administrator may waive this requirement for an eligible student who has a disability.

- **Tutors and Mentors** - OKCPS is committed to offering opportunities for the community to be involved in our schools. Through this commitment, your child may be provided with a tutor, mentor, and/or other volunteers who will support educational achievement.

- **Photo/Media Release Permission** - Under the supervision of the principal or district administrator for district activities, student and parent agree to the usage and/or publishing of photographs, video, or interview on the district website, social or news media websites.

- **Parent Notification** - Parent agrees to receive text messages, autodialed and/or prerecorded calls and text messages from the district or school regarding school closings or upcoming events. Telephone Consumer Protection Act (TCPA) - [http://www.celaw.com/blog/telephone-consumer-protection-act-compliance-recent-fcc-rules-school-districts](http://www.celaw.com/blog/telephone-consumer-protection-act-compliance-recent-fcc-rules-school-districts)

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Print Student Name | Student Signature | Date
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Print Parent/Guardian Name | Parent/Guardian Signature | Date

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