



## IMPORTANT INFO FOR KINDERGARTEN REGISTRATION At Fox Hollow Elementary

*\*\*\*Spread the word, tell your neighbors!\*\*\**

We are excited for your Kindergarten student to start school at Fox Hollow this coming fall! The following information will help you fill out the necessary paperwork for registration. Please feel free to contact us with any questions you may have concerning the registration process. Packets will be available at least two weeks prior to registration

**TIME REQUESTS will be on a first come, first serve basis. ALL paperwork, including completed immunizations will be required at time of registration to secure time request. Partially completed registrations will be placed on a waiting list for requested time.**

### Required Documentation

**Registration Materials** – all forms in the Kindergarten packet are to be completed and turned in at time of registration. Transportation form **MUST** be completed online at time of registration.

**Original Birth Certificate** – the State of Utah requires that we see the full size, original document. Wallet size or copied documents are not acceptable. We will make a copy and return the original.

**Immunizations Record** – actual record will be copied and returned but please transfer all information to pink immunization form in registration packet. Your child may still need additional immunizations, if this is the case, bring completed record to date and the nurse will give you a checklist for remaining immunizations needed and due dates for them.

**Proof of Residency** – current utility bill, rental or lease agreement, forms from closing documents are all acceptable forms for proof of address. A driver's license is **NOT** acceptable for proof of residency. We will copy the form and return the original. A proof of residency is necessary for every student's file, please bring a current one even if you have students who already attend Fox Hollow. (If you are living with another family we will give you a Living with Another Family form to be signed by the resident family and you. Both signatures must be notarized.)

**Guardianship Status** – if the child you are registering lives with both birth parents please indicate this on the Guardianship Status form. If not, divorce documents and/or custody documents that have been signed by a judge and filed with the court are necessary. We must see the document in full, however, we will only copy pertinent information.

**Driver's License** – Identification is required at registration. Only a physical custodial guardian may register a student for school. (It is also helpful to know we id all visitors who will be moving about the school, please remember to bring it whenever you come.)

**Reminder: Incompletion of any of the above will result in being put on waiting list for time.**

**Registration for fall 2017**

**March 21 9:30 a.m.-1:00 p.m.**

**After this date and time, feel free to stop into the office during office hours**

**Time request will be taken on first come, first serve basis**