

## Student Registration Checklist

Central Registry Phone: 719-234-1224 FAX: 719-234-1286

Email: [crhelp@asd20.org](mailto:crhelp@asd20.org)

1110 Chapel Hills Drive, Colorado Springs, 80920

Central Registry Hours: 7:30 AM – 4:00 PM

### Step 1-Parent/Guardian Completes Online Registration

Go to [ASD20.org](http://ASD20.org) > Enrollment. Click *Begin Registration* (can be done from home). You will have the opportunity to upload supporting documents (listed below) as part of the application.

### Step 2-Parent/Guardian Completes Enrollment

Once you complete the online application, you will need to meet with a registrar to finalize the registration and create the final enrollment. Please come **in person** to Central Registry for processing. Bring any supporting documents (listed below) that you were not able to upload during the online portion. Missing documentation may cause delays in your student's enrollment.

#### \_\_\_\_ Verification of Address (bills not accepted as residential proof)

- In district residents need to provide **one** of the following:
  - House Warranty Deed
  - House Bill of Sale
  - House Settlement Statement from Closing
  - Current El Paso County Property Tax Statement
  - Current Rental Agreement (valid for 6 months or longer; signed by renter and landlord)
  - Quarters Assignment Lease from USAFA Housing Office (signed by Housing Office)
  - Contract Stating Buyer Name, Property Address, and Closing Date (signed by seller and buyer)
  - Academy District 20 Notarized Residency Statement (available online at [www.asd20.org/Documents/ResidencyStatement.pdf](http://www.asd20.org/Documents/ResidencyStatement.pdf))
- Out of district students do not need to provide proof of residency but must apply to the district through the Choice process-see website for details

#### \_\_\_\_ Certified Birth Certificate for Student

#### \_\_\_\_ Immunization Record for Student – Colorado requires the following:

- DTP/DtaP/Tdap
- OPV (polio)
- MMR
- Varicella
- Hepatitis B

#### \_\_\_\_ Photo ID of Parent or Guardian Registering Student

#### \_\_\_\_ Custody Documents – If parents are separated/divorced, provide one of the following:

- Court document stating **residential custody** of the student
- Notarized letter from other biological parent acknowledging student will be registered in a Academy District 20 school and living with parent/guardian submitting the registration

#### \_\_\_\_ Individualized Education Plan (IEP) – required if applicable

Your student's registration may be placed on hold by Central Registry if **required** documents are missing.