

Student Registration Checklist

Central Registry Phone: 719-234-1224

FAX: 719-234-1286

Email: crhelp@asd20.org

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

STEP 1 - Complete the student registration form online at www.asd20.org; click on “Enrollment” in the heading line.

PLEASE NOTE

Step 1 must be completed and submitted online before Step 2 can begin.

STEP 2 – Please bring the following documents **in person** to Central Registry for processing. **We do not accept bills of any kind.** You must meet with a registrar to complete the registration:

_____ **Verification of Address*** (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)

_____ **Registered State 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** – for child/children of parents who are separated/divorced (one or more 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 student has an IEP*

***PLEASE NOTE:** Your student’s registration will not be processed by Central Registry if any of these documents are missing.