

Online Enrollment Process

Please allow approximately 30 minutes to complete the online enrollment process. To prepare for the online enrollment process you will need to gather some information:

- Student/parent demographic data
- Emergency contacts
- Medical information
- Inclement weather plans

Although the enrollment process occurs online, there are a few forms and items that will need to be correlated and returned to the central administration office. Listed below are the requirements for your child to enroll in school.

Required

- Your child **must be 5 years old on or before September 15th of the current year in which school begins.**
- Your child must be a resident of the Waukee Community School District or file the appropriate paperwork for open enrollment or tuition.
- Proof of Residency – If a homeowner: copy of your most recently paid property tax bill, copy of recent mortgage statement, or print-out from the Dallas County Assessor's Site. If renting: copy of your lease agreement. If you have made an offer on a home: copy of the purchase agreement as well as a completed Permission to Enroll Out of District Students Application. If you have recently closed on a home: a copy of the settlement statement.
- Complete a paper copy of the Home Language Survey.
- Proof of child's birth – copy of the birth certificate would suffice. (First time enrollment in US School)
- A **doctor's office copy** of your child's current immunizations record. (First time enrollment in US School)
- Complete the online enrollment process.

Optional

- Medicine Request Form
- FERPA (available during the online process).
- Durham Transportation Form (available during the online process).
- Before and After Child Care
 - Beyond the Bell Form (for Grant Ragan, Maple Grove, Shuler, Walnut Hills, and Woodland Hills)
 - Live Y'ers Form (YMCA before/after school care for Waukee Elementary, Brookview, and Eason) to be turned in to the Waukee YMCA.
- Free and Reduced Meals/Fee Waiver Forms – These forms will be available 4 weeks prior to school.

First Time Enrollment in US School - Other Required Within 60 Days of First Day of School

The below items may be turned in if complete:

- Kindergarten students are **required** to submit a **certificate of health (physical)** from a licensed physician within 60 days of the child's first day of school or be excluded from school.
- Kindergarten students are **required** to submit a **completed certificate of immunization**, which is in compliance with the Iowa School immunization law, within 60 days of the child's first day of school or be excluded from school.
- Kindergarten students are **required** by Iowa law to have a **Blood Lead Test**.
- Kindergarten students are **required** by Iowa law to have a **Dental Screening**.
- Kindergarten students are **required** to have a **Vision Screening**. ** Please note that kindergarten students are advised to have the Vision Screening prior to the child's first day of school.

