



**District Office**  
Enrollment Services  
560 SE university Avenue  
Waukee, IA 50263

## 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 kindergarten.

## Required

- Your child must be 5 years old on or before September 15th of the current year in which school begins.
- Kindergarten students must be residents 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.
- A doctor's office copy of your child's current immunizations record.
- Complete the online enrollment process.

## Optional

- Medicine Request Form – may be turned in prior to start of school.
- FERPA (optional - available during the online process).
- Durham Transportation Form (optional - 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)
  - YMCA before/after school care for Waukee Elementary, Brookview, and Eason should be turned in to the Waukee YMCA.
- Free and Reduced Meals/Fee Waiver Forms – These forms will be available 4 weeks prior to school.

## Other Items 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.
- 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. The updated documentation may be turned in to your child's 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.

Use this form for returning required documents/items needed to complete the online enrollment process. Please return this cover sheet with the below items to the Central Administration Office, 560 SE University Avenue.



# New Student Enrollment Cover Sheet

Please return this cover sheet with the below items to:  
 District Office, 560 SE University Ave, Waukee, IA 50263.  
 Only complete packets will be accepted.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
First Middle Last

Child resides with: \_\_\_\_\_ Child's DOB: \_\_\_\_\_  
 (Father, Mother, Grandfather, Grandmother, etc.) If custody is 50/50 it is required to pick a primary person/residence.

Name of person with whom the student resides: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Previous School District/State: \_\_\_\_\_

Has your child EVER attended Waukee Schools? \_\_\_\_\_

- **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. If there is a sibling currently enrolled with the same address, please list below:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

- **Completed Home Language Survey**
- **Request for Records** (Required for those who have previously attended a school)

**Items below are also required if student is new to the country, new to kindergarten or a pre-k student**

- **Proof of child's birth**
- **A doctor's office copy of your child's immunizations record**

**Optional Item(s):**

- Beyond the Bell Form (Grant Ragan, Maple Grove, Shuler, Woodland Hills, and Walnut Hills)
- YMCA before/after school care (Waukee Elementary, Brookview, and Eason) is available through the Waukee YMCA.

Prior to school starting in the fall an email will be sent regarding fees, required documents and optional forms available.

.....**For Office Use Only**.....

Student Number: \_\_\_\_\_ FTE: \_\_\_\_\_ Start Date: \_\_\_\_\_

Transfer: \_\_\_\_\_ New: \_\_\_\_\_ Returning: \_\_\_\_\_

Attendance Center:	BVES Brookview	GRES Grant Ragan	EES Eason	MGES Maple Grove	SES Shuler	WHES Walnut Hills	WDES Woodland Hills	WES Waukee
	VMLC Vince Meyer	WMS Waukee Middle	SMS South Middle	PVS Prairieview	TLS Timberline	WHS High School		

\_\_\_POR    \_\_\_Proof of Birth    \_\_\_IMM    \_\_\_HLS    \_\_\_R4R    \_\_\_Other

Notes: