

Ankeny Community Schools Registration Checklist

This checklist is provided to help aid parents when enrolling a new student with Ankeny schools. This checklist does not need to be submitted however all other documents indicated below **MUST** be submitted through the online application in order to be processed in a timely manner. ***Failure to do so may result in a delay in enrollment of your student(s).***

<input type="checkbox"/>	Complete the Online Registration Application for New Students at: https://www.ankenyschools.org/district/registrar/new-families/ Date Submitted: _____ Application Number: _____
<input type="checkbox"/>	Complete Kindergarten Student Information Form (if applicable) This will be assigned through your parent portal to be completed after your student is enrolled.
<input type="checkbox"/>	Complete Home Language Survey (required for each student enrolling)
<input type="checkbox"/>	Proof of Child's Age
<input type="checkbox"/>	Medical Documents <ul style="list-style-type: none">• Doctor's Office copy of your child's Current Immunization Record or Exemption Certificate <i>**Immunizations must be on file with the school nurse prior to the child starting school</i>• Dental Screen or exemption certificate for students entering kindergarten and 9th grade• Vision Screen for students entering kindergarten and 3rd grade• Physical- recommended by not required
<input type="checkbox"/>	Proof of Residency: All families will provide proof of residency <ul style="list-style-type: none">• If you own your home, please provide <u>ONE</u> of the following: printed verification page from the Polk County Assessor's site, settlement statement, copy of most recent property tax bill, recent mortgage statement, or utility bill from last/current month with parent/guardian name and Ankeny address clearly listed.• If you rent, please provide <u>ONE</u> of the following: a copy of your signed lease agreement, utility bill from last/current month, current pay stub from last/current month; with the parent/guardian name and Ankeny address clearly listed.• If you recently purchased a home, but have not closed, please provide a copy of the valid purchase contract that states the parent/guardian name, Ankeny address, possession/closing date and signature of parent/guardian.• If you recently closed on a new home, but your name has yet to appear on the Polk County Assessor's site, please provide a copy of the settlement statement from closing or the warranty deed.

Items can be submitted one of the following ways:

Uploaded into the application directly (preferred method as application will not be delayed)

Email: registrar@ankenyschools.org

Fax: (515) 965-4234

Mail or Deliver in Person: Ankeny Community Schools District Office, 306 SW School St, Ankeny, IA 50023

***Please make an appointment prior to coming to the District Office**

If items are not uploaded prior to application submission, the application will be considered incomplete and this will delay the registration. For kindergarten, the submitted date for determining timestamp of application is once all documents have been received and uploaded.