



**K-12 STUDENT REGISTRATION DOCUMENT CHECKLIST FOR FAMILIES**  
**Welcome to Hampton City Schools!**

**SCHOOL ASSIGNMENT:**

Parents/guardians can use Zone Finder <http://edulogweb.hampton.k12.va.us/edulog/webquery/> to locate a child's zoned school based on the home address.

**REGISTRATION DOCUMENTATION:**

The documents listed below are necessary to complete a child's registration. In addition to the documents, a parent/guardian will need to complete **SBO Form 36 Student Registration Form**. Hard copies are available at the school. Parents can expedite the process by entering the information into the editable form on-line at: [http://www.hampton.k12.va.us/information/registration/SBO\\_36.pdf](http://www.hampton.k12.va.us/information/registration/SBO_36.pdf). The form does not save so parents will need to print the form and bring the hard copy to the enrollment appointment or send it via email as a PDF.

\_\_\_\_\_ **Photo Identification** for the legal parent/guardian registering the child.

\_\_\_\_\_ **Proof of Residency- *only one of the following:***

Mortgage/lease statement or a current public utilities statement such as water, electric, gas, or a notarized copy of **SBO Form 88 Affidavit: Proof of Residency**.

\_\_\_\_\_ **Child's State-Issued Birth Certificate**

No photocopies. Certified copies of original birth certificates are issued by the Bureau of Vital Statistics. A Birth Abroad Certificate and/or Passport with a notarized copy of **SBO Form 442 Affidavit for Birth Certificate** may satisfy this).

\_\_\_\_\_ **Copy of the student's current Physical Health Form and Immunization Records**

- For Pre-K students, the parent/guardian must provide both forms to the assigned school.
- In accordance with Virginia Health laws, the T-DAP shot is required for all 7th graders entering middle school. Registration for new students in 7th grade and above cannot be completed without proof of the T-DAP shot or notarized Religious Exemption form.
- **SBO Form 443 Affidavit for Physical** is a 30-day Physical waiver and can ONLY be given for students coming from another state or out of the country.
- **Students will be registered but will NOT be activated to receive a teacher/schedule assignment, and they may NOT physically attend, until all forms are received.**

**Additional Helpful Documents:**

\_\_\_\_\_ **Custody documentation or temporary Authorization to Register** (if applicable)

\_\_\_\_\_ **Copy of the most recent report card from the previous school** (if available)

\_\_\_\_\_ **Copy of the current IEP or 504 Plan** (if applicable)

\_\_\_\_\_ **Withdrawal paperwork** (from the previous school)

**EVERY CHILD, EVERY DAY, WHATEVER IT TAKES!**