



# 2019-20 New Student Checklist

ALL NEW STUDENTS TO THE DISTRICT MUST FIRST REGISTER AT DEPARTMENT OF PUBLIC SAFETY (DPS) BEFORE THE STUDENT CAN BE ENROLLED AT THE SCHOOL.

## STEP 1: Residency Verification

**Where:** Department of Public Safety (DPS), located at the Paul J. Consiglio Education Center, 1501 NW Jefferson St, Blue Springs, 64015

**When:** Beginning Monday, July 22nd; hours are Monday-Friday from 8:00 AM – 3:45 PM

**What:** You are REQUIRED to bring the following documents:

- Parent/Guardian Picture ID (i.e. Driver's License)
- Student(s) Birth Certificate(s) (Official State Copy)
- Two of the acceptable printed forms below (*electronic copies will not be accepted*). Bills must be in the name of the parent/guardian or a *Request for Waiver of Domicile Requirements* application will be required:
  - Current electricity bill (within the last 30 days) (signed by the mortgage company)
  - Current gas bill (within the last 30 days) • Mortgage statement
  - Lease agreement (signed by the landlord) • Construction contract if building a home-including expected completion
  - Mortgage contract with expected closing date

\* No shut off notices or delinquent bills will be allowed

- Motel Receipts (if residing in a motel)
- Divorce Decree (showing custodial parent, if applicable)
- Affidavit of Acknowledgement (if applicable)
- Guardian Paperwork (if applicable); Power of Attorney is Not Acceptable in Missouri
- State Placement Paperwork (if applicable)

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## STEP 2: Register Student in School

**Where:** Begin at Your Oldest Student's School Building

**When:** Grades K-8-Thursday, August 1st from 8:30 AM – 7:00 PM  
Grades 9-12 Thursday, August 1st from 8:00 AM – 3:00 PM.

*If you are unable to attend on the scheduled date, please contact the school to obtain hours of availability prior to school starting.*

**What:** The following is REQUIRED:

- Provide Residency Packet received from DPS for Students
- Provide [Proof of Immunizations](#)
- Complete E-Registration by logging into [Parent Portal Website](#)

### Student Checklist

- If your student will be in grades 7-12 and will be participating in activities, fill out online medical history forms and upload your current physical through Privit websites below:
  - [Brittany Hill Middle School](#)
  - [Delta Woods Middle School](#)
  - [Moreland Ridge Middle School](#)
  - [Paul Kinder Middle School](#)
  - [Blue Springs High School](#)
  - [Blue Springs South High School](#)