



## Grand Forks Public Schools Required Documentation for Registration

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To register your child in the Grand Forks Public School District, please bring proper identification with you to your neighborhood school. You will need all of these required items with you when you come to enroll your child.

You will need the following documentation:

1. Parent/Guardian Photo Identification is required
2. Copy of State Certified Birth Certificate/I94 for each child you are enrolling
3. Copy of Certificate of immunization Records for each child you are enrolling
4. Primary and Secondary Proof of Residences

**Primary Proof of Residence:**

- Home mortgage OR
- Builders agreement OR
- Purchase agreement OR
- Homeowners insurance policy OR
- Grand Forks County property tax statement OR
- Lease/rental agreement(must list the names of the parents/guardians living in the rental unit, plus the manager's name and phone number).

**Secondary Proof of Residence:**

- Current gas, electricity or water bill OR
- Current cable or Direct TV bill OR
- Department of Social Services documentation

**Unacceptable Proof of Residence**

- U.S. Mail
- Post Office change of address
- Credit Card/Bank statement
- Personal taxes
- Medical bills
- Payroll checks
- Auto insurance policy
- Any proof older than 30 days

If you are in the process of moving into your own residence and are temporarily staying with someone, they will need to complete the Residency Affidavit and provide **two proofs** of residency (see above) and be present with you when you register.

If you have a purchase or lease agreement for a new residence, you will need to provide a copy of the purchase agreement or lease agreement showing the actual close date for your new home. If it is contingent upon the sale of your current residence, the District will need proof of the close date on your current residence as well.

If you live in transitional housing, (motel, campsite, car, shelter or shared housing), please tell the registrar at the time you register that you are in transitional housing.

If the student is not the biological child, documentation must be presented that proves transfer of custody and control has been achieved. Notarized letters for custody are unacceptable.

***NOTE: Grand Forks Public School district reserves the right to deny enrollment if it believes falsification of information has taken place or the student does not live at the residence stated in the registration paperwork. A home visit may be made if residency cannot be established to the district's satisfaction.***