

# DOCUMENT CHECK LIST

**Proof of Age**

Provide ONE of the following:

- a) Birth certificate (cannot be an abstract)
- b) Valid passport
- c) Baptismal record

**Proof of Immunizations** (required at registration appointment.)

Provide up-to-date and documented immunizations. Visit our website <http://www.mvwsd.org> for complete list of requirements: **Immunization Notice and Immunization Requirements by Grade.** (Including TB Screening).

**Proof of Residency**

- 1)  Complete the form, Statement of Residence (separate form)

**AND**

- 2)  ONE of the following, Parent/Legal Guardian's picture ID:

- a) Current State Driver's License
- b) Current State ID Card
- c) Valid Passport, Consulate issued picture ID or Military ID
- d) Voter Registration Card

**AND**

- 3)  ONE of the following ORIGINAL documents with parent/guardian's name and Mountain View address.  
Utility bills or phone bills WILL NOT be accepted.

- a) Current valid Vehicle Registration
- b) State or Federal Tax Return filed within the past 12 months with W-2 form attached (not business return)
- c) Current bank statement issued within 35 days from the date of registration

**AND**

- 4)  ONE of the following ORIGINAL documents with parent/guardian's name and Mountain View address.

- a) Current Property Tax bill with parent/guardian's name, and property address, indicating Homeowner's Exemption
- b) Current Lease-Rental agreement on company printed forms which include parent/guardian's name; student's name; manager or owner's name and phone number (Military housing residents need to provide "Assignment to Quarters" form from the Base Housing Department.)

**IF APPLICABLE:** Parents/guardians who cannot provide the required proof of residency must complete:

- Affidavit of Parent Residence (separate form)
- Registered resident must provide either the Property Tax Bill in their name or the Lease-Rental Agreement in their name.

**THE FOLLOWING, IF APPLICABLE:**

- Proof of Health Examination** (separate form)

Entering 1st graders only. Must be filled out by doctor/clinic.

- Special Education Services**

Provide a copy of most current IEP at the time of registration.

- Any Legal Matter/Custody/Orders, etc.**

Provide a copy of any relevant court order that has been filed with the courts at the time of registration.

- Request for Cumulative Records (Grades 1-8)** (separate form)

Enables MVWSD to request records from the former school. A signature is required on the hard copy form, which is available on the District's website.