



**TO ENROLL A STUDENT AT HARLEM ELEMENTARY,
THE PARENT/GUARDIAN MUST FILL OUT THE
FOLLOWING FORMS AND PROVIDE THE FOLLOWING
DOCUMENTATION:**

1. STUDENT INFORMATION & CONSENT FORM (Both sides)
2. RELEASE AUTHORIZATION FORM
3. HEALTH HISTORY FORM (Both sides)
4. TITLE VII ELEGIBILITY CERTIFICATION
5. EDUCATIONAL AUTHORIZATION AFFIDAVIT (Notarized) or CUSTODY PAPERS
(If not living with biological parent or if one parent has limited authority)
 - a. May also provide a notarized statement signed by the biological parent, stating they give that adult temporary custody of their child
6. AUTHORIZATION FOR RELEASE OF RECORDS IF TRANSFERRING
7. STUDENT/PARENT HANDBOOK SIGNATURE PAGES
8. PROVIDE FOLLOWING DOCUMENTS:
 - a. PROOF OF PHYSICAL ADDRESS
 - Power bill or rent/lease agreement
 - If child and parent reside with someone else, the person they reside with will need to provide the proof of physical address in their name along with a written statement stating the parent and child reside with them at that residence.
 - b. BIRTH CERTIFICATE
 - c. OFFICIAL IMMUNIZATION RECORD
 - Must be an official immunization record

**ONCE ALL OF THESE ITEMS HAVE BEEN SUBMITTED TO THE
SCHOOL, WE WILL ENROLL YOUR STUDENT ON THE NEXT DAY.**