

Accepted for Enrollment as Admission to the Corporation For the 2017-2018 School Year

Documentation:

- Original Birth Certificate with the notarized seal or other documentation of both
- Students' Social Security card or number
- Updated Shot Record
- Special Education documentation (i.e., Individualized Education Plan, last psychological evaluation and any pertinent testing)
- Withdrawal slip or name and address from previous school attended
- Physical (see below)
- Proof of Residency (2 required - see below)

Sources of verification for Proof of Residency (2 are needed):

- Utility bills – NIPSCO and water bill (Cellular/Phone/Cable not accepted)
- Driver's License with current address
- Car Registration with current address
- State I.D. with current address
- Current check or stub from employer with current address
- Printout for Public Aid/Medical Card
- Printout from Social Security for benefits
- Mortgage/Closing papers or Original copy of the lease
- W-2 Forms
- Federal Tax Forms 1040, 1040A, 1040EZ
- Matricula Card

Documentation for Physicals:

- Elementary: A physical is needed if the child never attended a Hammond school (if student attended Hammond Head start or PACT Program, a physical is not needed for kindergarten)
- Middle School: A second measles booster is needed; a physical is strongly recommended but not required.
- High School: A physical is strongly recommended but not required.

However, if your student plans on participating in sports an IHSAA athletic physical is required.

Note: According to the Indiana Department of Education Attendance Manual a guardian does not need to have a student's birth certificate in order to enroll their child in school; just proof of the student's date of birth that is considered reliable. ***A child may not be denied enrollment due to lack of documentation.*** If the family is unable to produce reliable documentation, the school shall turn the child's name in to the:

Indiana Clearinghouse on Missing and Exploited Children
(Indiana State Police)
State Office Building
100 N. Senate Ave.
Indianapolis, Indiana 46204
1-800-831-8953