



# Enrollment Requirements

Greater Albany Public Schools requires the following from the legal parent/guardian to enroll or register your student:

- Proof of Address
- Proof of Age
- Proof of Immunization

To complete registration for your student, documents must be provided during registration.

## Proof of Address

To establish which school your student will attend, you will need to verify that your student lives within the school district and at an address within your neighborhood school boundary. Student must reside in neighborhood school boundary more than 50% of the time. To verify address, you must present ONE of the following current and ORIGINAL/ONLINE documents:

- Utility bill (Natural Gas, Water/Sewer, Garbage, Electricity) dated within 30 days before registration date with parent/guardian name and service address.
- Rental or lease agreement with parent/guardian name, address, as well as manager or owner's name and phone number.
- Property tax bill with parent/guardian name and property address.
- Documents related to the purchase of the residence with parent/guardian name and property address.

Alternative housing options:

- If you cannot provide proof of address because you are living with a relative/friend, a statement by the relative/friend can be accepted by the school. The Proof of Address Statement Form is available at the school office or you can download at [www.albany.k12.or.us](http://www.albany.k12.or.us) > Parents > Enrolling Student.

Relative/friend must be present and must provide proof of identification at the time of registration. Proof of identification may include any of the following: Drivers license or learner's permit, ID card, U.S. passport, U.S. Military Identification Card, Tribal ID card or other government documents that contain photograph and signature.

- For a student who is homeless, please contact FACT to speak to our McKinney-Vento Liaison at 541-924-3720. For assistance in Spanish, please contact the Welcome Center at 541-704-2376.

All documents submitted must be acceptable to the District. The District has discretion to require additional evidence to verify address. If, at any time, a student's address is in question, the District may ask for additional documents for verification. If documentation is found to be falsified or invalid, the student must return to their neighborhood boundary school. For additional information, call (541) 967-4525.

**SEE OTHER SIDE FOR PROOF OF AGE AND PROOF OF IMMUNIZATION REQUIREMENTS**



# Enrollment Requirements

(continued)

## Proof of Age

To determine the grade your student will attend, you must present ONE of the following ORIGINAL documents:

- Birth Certificate\*
- Hospital Certificate
- Baptismal Certificate
- Immunization Record printed directly from physician's office with student's legal name and date of birth
- Immunization Record printed from ALERT Immunization Information System

\*If you don't have a copy of the student's birth certificate, you can ask your school office for the Birth Record Order Form or you can download the form at:

<https://public.health.oregon.gov/BirthDeathCertificates/GetVitalRecords/Documents/birthor.pdf>

## Proof of Immunization

Students must meet minimum state immunization requirements for the grade the student is entering. You must present ONE of the following ORIGINAL documents that include the student's legal name and date of birth stated on document:

- Completed Oregon Certificate of Immunization form signed by parent/guardian.
- Immunization Record printed from ALERT Immunization Information System by the clinic.

The Immunization Record printed from physician's office or Immunization Record Card - Signed by medical professionals per vaccination, can be used to complete Oregon Certificate of Immunization form.

For complete details on immunizations, see the "Parents, don't let your child get left behind!" handout. Handout can be found in your registration packet or at the link below:

<https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/GETTINGIMMUNIZED/Documents/SchBusEng20.pdf>

Nonmedical exemption: An option parents may choose if they do not want their child to receive one or more required vaccines. A nonmedical exemption requires parents to submit two documents: 1.) Oregon Certificate of Immunization Status, signed by the parent and indicating vaccines for exemption, and 2.) A Vaccine Education Certificate of Completion signed by a health care practitioner or printed from the online vaccine education module.