



# CARL SANDBURG HIGH SCHOOL

## New Student Enrollment Checklist

New Student Enrollment is completed by appointment only. Please call the Guidance Office at 708/671-3125 to schedule an appointment and possible placement testing once you have collected all **required** documents.

**REQUIRED STUDENT INFORMATION** - *Students must be withdrawn from their current school before registering at Sandburg.*

- Illinois State Health Physical (*9th Grade or more recent; out of state students must have an IL Physical*)
- Immunizations/Shots Records
- Birth Certificate/Passport (*passports are for International students only*)
- ISBE Student Transfer Form (*if applicable - required only if the student is transferring from an IL high school*)
- Discipline Records or Good Standing Letter (*a letter stating student is not currently suspended or expelled - for those students transferring from a parochial school or from out of state*)
- Withdrawal Grades/Grades in Progress
- Unofficial Transcript (*upperclassmen and second semester freshmen*)
- IEP/Special Education Records/Section 504 Plan (*if applicable*)
- 8th Grade Report Card (*incoming Freshmen*)
- Standardized Test Scores (ACT, SAT, PSAT) (*students without these scores will be tested prior to registration*)
- Divorce/Custody/Guardianship Papers/906 Placement Form - copies of first page, custody page, and signature page (*if applicable*)

### **REQUIRED PROOFS OF RESIDENCY FROM PARENT/HOMEOWNER**

#### **(1) of the following:**

- Most recent Property Tax Bill **&** Proof of Payment (*canceled check, proof from [cookcountrytreasurer.com](http://cookcountrytreasurer.com), and/or mortgage statement with proof of payment listed for property taxes*)
- Current Lease (*with parent/guardian name & address*) **&** Proof of Payment - **Lease must be valid on the first day of the school year**
- Current Mortgage Statement
- Closing Statement for the recent purchase of residence (within the past 60 days)

#### **(3) of the following (*must include parent name & address & dated within the last 60 days*):**

- Drivers License or State ID     Vehicle Registration     Most Recent Cable Bill
- Current Public Aid card with name & address
- Current homeowners/renters insurance policy **&** proof of payment
- Current Gas Bill
- Current Electric Bill
- Current Water Bill