



## Irvington Community Schools, Inc.

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### IRVINGTON COMMUNITY SCHOOLS ENROLLMENT CHECKLIST

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

After a seat has been offered, a student's parent/guardian must complete the following steps before enrollment at Irvington Community Schools will be considered complete.

- Complete the "Irvington Community Schools Enrollment Form" and return it to the school.
- Provide ICS with copies of the student's immunization records and birth certificate.
  - If the person enrolling the student in school is not listed on the birth certificate, legal documentation showing guardianship of the student must be provided.
- ICS will request transcripts and records from the student's previous school. The parent may be required to formally withdraw from the previous school before records will be released. *ICS reserves the right to not enroll a new student until official records and transcripts have been received from the previous school.*
- Attend New Student Orientation in the Spring. (ICES - May 3<sup>rd</sup>, ICMS - May 2<sup>nd</sup>, IPA - May 4<sup>th</sup>)
- Attend registration/parent welcome meetings (July).
- Turn in all enrollment forms including: Emergency Contact, Permissions & Authorizations, Responsible Use Policy, Textbook & Locker Agreement, and Consent to Treat. (Home Language Survey is to be completed only the first year in which a student enrolls in school in Indiana.) *These will be mailed to you in the Spring.*
- Complete an entrance interview with the Principal (all high school students).
- Attend a one-on-one student assessment and parent interview (Kindergarten only).

When all of the steps above have been completed, you are ready for enrollment!