

**Students under the age of 18 must be accompanied by a parent or legal guardian during enrollment.**

The following information **must** be provided at the time of registration:

- Proof of Arizona residency – One of the following must be submitted:
  - Valid Arizona driver’s license, Arizona identification card, or Arizona motor vehicle registration
  - Valid Arizona Address Confidentiality Program authorization card
  - Property deed, mortgage documents, property tax bill, rental agreement or lease, current utility bill (water, electric, gas, cable, phone)
  - Bank or credit card statement, W-2 wage statement, or payroll stub
  - Certificate of tribal enrollment or other identification issued by a recognized Indian tribe, or other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans’ Administration, Arizona Dept. of Economic Security, etc.)
  - If the student resides outside the school’s attendance boundaries, an online Open Enrollment Application ([www.tempeunion.org/TUHSDOpenEnrollApplication](http://www.tempeunion.org/TUHSDOpenEnrollApplication)) must be completed. Please provide proof of Open Enrollment **acceptance** prior to registering your child.
  
- Photo I.D. of guardian registering the student. (Example: Driver’s License).
  
- Proof of Custody or Guardianship – One of the following must be submitted:
  - Custody Papers
  - Arizona Court Appointed Guardianship Papers or Tribal Court Appointed Guardianship
  - Documentation from the Superior Court of Arizona showing the pending court date for your Guardianship hearing. Final papers must be provided within one week of the hearing date.
  
- Birth Certificate – The person enrolling a student (except for homeless students) in the school for the first time, will be asked to produce a certified copy of the child’s birth certificate. If one is not provided at the time of registration, a certified copy must be provided to the school within thirty (30) days. In addition, the Arizona Interscholastic Association (AIA) requires that the original or certified copy of the birth certificate be shown to the Athletics and/or Activities Department(s).
  
- Withdrawal Papers – Official withdrawal documents and transfer grades.
  
- Statement of promotion for 8<sup>th</sup> grade students enrolling as 9<sup>th</sup> graders and Gifted scores, if applicable.
  
- Unofficial Transcripts, Discipline and Attendance Records (must be provided).
  
- Native American students may qualify for assistance and will need to complete Forms 506 and/or 305. Forms are available in the Assistant Principal of Academics’ office.
  
- Junior & Senior Arizona residents must provide test scores (AzMerit, AIMS Science, Civics). Junior or Senior students transferring from out-of-state will be required to provide state (reciprocal) exam scores from their prior state of residence.
  
- Previous ELL (English Language Learner) testing (SELP/AZELLA) scores, if applicable.

**Forms to be completed for Registration:**

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| _____ Registration Worksheet for Correct Grade Level | _____ Student Personal Data Sheet          |
| _____ Home Language Survey                           | _____ Special Programs Form                |
| _____ Student Health Update                          | _____ Arizona Residency Documentation Form |

**Arizona State Statutes regarding Immunization must be observed for student enrollment.**

**IMMUNIZATION RECORDS** – Student **must** have proof of immunizations for the following before enrolling:

- 1) Document signed by physician, physician’s office, health provider or former school record with signature.
- 2) Tetanus (DTaP, DTP, Td)- There must be at least 4 vaccination dates.
- 3) Tdap- Must have received Tdap (tetanus booster with pertussis protection) if 5 years have passed since the last DTaP, DTP, DPT, Td.
- 4) Polio-4 doses after 6 weeks of age; 3 doses if at least one dose was given after 4 years of age.
- 5) MMR- Measles, Mumps, Rubella- 1<sup>st</sup> MMR must be after the first birthday; 2 doses are required.
- 6) Hepatitis B- 3 doses are required. (See school nurse or <http://www.azhs.gov/pbs/immunization/> for details).
- 7) Varicella (Chicken Pox, VZV)- If dose is given under the age of 13, only one is required. If the dose is given over the age of 13, two are required. The history of the Chicken Pox disease must be previously documented to be acceptable.
- 8) Meningococcal- One vaccine is required within the past 10 years.

**If you have any questions, please contact your home school.**