

Hank Jones Early Childhood Center
Troy Elementary School
Kindergarten Registration Checklist 2014-2015

REQUIREMENTS FOR REGISTRATION:

- Child must be 5 years of age on or before September 2, 2009.
- The child and his/her parent or legal guardian must reside in the Troy City limits and provide two proofs of residency. Examples include:
 1. Property tax records,
 2. Mortgage documents or a property deed,
 3. Apartment or home lease,
 4. Utility bills,
 5. Driver's license,
 6. Voter precinct identification,
 7. Automobile registration,
 8. Homeowner's insurance policy,
 9. Initial utility bill statement verifying the start of service.
- With regard to a student living with a legal guardian, a *court document* must be presented declaring the person the legal guardian. Only a parent (listed on birth certificate) or a legal guardian may register a student. This person must reside in the city limits.
 - **Residing outside of Troy City limits go to Central Office 358 Elba Hwy. for registration clearance.**

PLEASE BE PREPARED TO :

- Present a copy of a certified birth certificate. (We will make a copy.)
- Present the child's Social Security card. (We will make a copy.)
- Present the original Alabama Immunization Record. If your child has not had the last immunization,
you may bring it as soon as the shots are completed before Aug. 14, 2014.

ALL IMMUNIZATIONS MUST BE COMPLETED BEFORE THE FIRST DAY OF SCHOOL.

- Fill out the Registration/Residency Affidavit form.
- Fill out the Home Language Survey.
- Fill out the Employment Survey.
- Fill out the Health Assessment Record and Permission to Check-out and Pick-Up Child.

KINDERGARTEN REGISTRATION at the HJECC Office
To avoid school traffic, do not come between the hours of 7:15 am -8:30 am
and 2:00 pm – 3:30 pm