



## MACHANANAO ELEMENTARY SCHOOL

Ph. #: 671- 35-4381

<https://www.machananaoelementaryschool.weebly.com>

### SY 22-23 REGISTRATION REQUIREMENTS

Note: Please use this checklist for all required documents upon registering at the school. *Incomplete* registration packets *will not* be accepted.

Completed packets may be dropped off at the main office or emailed to [machananaoelementaryschool@gdoe.net](mailto:machananaoelementaryschool@gdoe.net)

#### PLEASE BRING THE FOLLOWING DOCUMENTS:

	If transferring from another public or private school, you must provide an <b>OFFICIAL WITHDRAWAL</b> and a copy of previous school year report card showing grade promoted to.
	<b>Physical Examination Form</b> or appointment card (if scheduled after the first day of the school year- not more than 30 days after the first day of the school year).
	<b>Health audit</b> from Headstart or other GDOE Public School.
	<b>Updated Immunization Shot Record</b> - <i>Shots must be updated as of the date of registration. PPD skin test results must have been read no more than one year prior to registration.</i>
	<b>Birth Certificate (ORIGINAL)</b> or <b>Passport</b>
	<b>Social Security Card</b> ( <i>not required</i> ).
	<b>Proof of Residency:</b> Mayor's Verification or a Utility Bill (showing name and physical address), or lease/rental agreement or a notarized statement of living arrangement.
	<b>LEGAL DOCUMENTS (if applicable) : Any legal documents pertaining to the child regarding:</b> -Divorced or Separated Parents who have legal custody of child (Court Documents) or -Legal Guardianship (Court Documents)

#### **NOTE: NEW Kindergarten Registration:**

*Child must be 5 years old on or before July 31<sup>st</sup>.*

*Uniforms are mandatory and are being sold at Royal Bics*

Board Policy 401: In keeping with the Department of Education's Vision Statement of Preparing all Students for Life, Promoting Excellence and Providing Support and Board Policy 300 (the Board's Instructional Philosophy), the Board recognizes that school uniforms enhance the learning environment. Therefore, schools may adopt a uniform policy consistent with the District standard operating procedure, to include appropriate physical education attire that is supported and embraced by the school community. The intent of this policy is to promote the following: improve student behavior, promote appropriate attire, promote unity and pride, promote safety and security of all school personnel, minimize and or eliminate any socio-economic distinction, and promote an environment free of harassment.