

HOW TO ENROLL YOUR CHILD

Please note: If a student previously attended ECLC or TK at an IUSD school, you do not need to complete the Aeries Internet Registration – please send the required enrollment documents directly to the school by emailing them to GTEnroll@iusd.org.

- Go to the IUSD website at <https://iusd.org>, click on ENROLL, click on ENROLL IN IUSD.
- Select the 2022-2023 school year.
- Once you complete online enrollment, our office assistant will:
 - print a copy for our student file;
 - contact you within two weeks, determined by the date you did the online enrollment;
 - verify all required documents have been submitted;
 - confirm enrollment is complete.
- Early Eagles/Late Eagles placement are determined once ALL documentation is complete.
- If you have questions, please email GTEnroll@iusd.org.

BEFORE YOU START

Gather the required enrollment documents in a digital format by saving them as a PDF, scanning them or by taking clear and legible photos. You will be asked to upload these documents during the online enrollment.

REQUIRED ENROLLMENT DOCUMENTS

Up-To-Date Immunizations

Physical Exam within 6 months prior to the start of school.

Verification of age – The following documents establish age:

- Certified copy of birth record;
- Statement by the local registrar or a county recorder certifying the date of birth;
- Baptism certificate;
- Passport; or
- Affidavit of the parent, guardian, or custodian of the minor

Residency Affidavit Form – This form should be signed online, or email GTEnroll@iusd.org for assistance.

- Driver License of person on proofs of residency

Option 1 – Primary Residents

Submit two (2) current proofs in your name from the list below. Addresses on documents must be residence property address and bill provided in its entirety. * If a utility service connection letter is used as a proof, a utility bill must be provided to the school within 45 days.

P.O. Box addresses are NOT accepted. Disconnection utility notices are NOT accepted.

- Property Tax payment receipts;
- Rental property contract or lease
- Utility service contract can be used temporarily until you receive first payment receipts;
- Pay Stub (both name and residency address must appear on payroll document)
- Voter Registration;
- Correspondence from a government agency with your residence property listed;
- State issued identification with residence property address listed; or
- Declaration of Residency Affidavit.

Option 2 – Co-residents or Renters with utilities included in the rent

If you share a residence and utilities are not in your name OR if you are a renter and the utilities are included in the rent, you must provide **two (2)** current items in your name from the list above in Option 1 OR from the list below in Option 2:

- DMV vehicle registration showing residential address;
- Income Tax Documents (sent from IRS, State, or County);
- Social Services Documents;
- Pay Stub (both name and residence address must appear on payroll document);
- Cell Phone bill; or
- Credit Card bill

Option 3 – Military Personnel – Submit photocopy of U.S. Uniformed Services Identification Card front/back:

- Active Duty Military: Copy of active duty military (PCS) orders (SSN Redacted)
- Retired/Separated: Copy of retirement/separation orders and final DD-214 (SSN Redacted)
- Proof of Residency: Lease agreement or closing disclosure (formerly HUD-1)*
- Letter in lieu of for Expedited Military Family Enrollment is acceptable (see school site).