

## Q. What requirements must I follow in order to register my child/children for school?

A. The following Virginia state guidelines are required for enrolling a student in a Virginia public school:

1. A child must be **five years old** on or before **September 30** of the upcoming school year to enroll in kindergarten.
2. A **certified birth certificate** is required of any student being admitted for the first time to any public school in Virginia.
3. The student must be accompanied by a **parent or legal guardian** and must submit **proof of address** (Lease or Mortgage Statement) when registering at a new school.
4. Virginia law requires that a student must present a **social security number** upon enrollment.
5. No student shall be admitted for the first time to any public kindergarten or elementary school in a school division unless the student furnishes a copy of a **comprehensive physical examination** from a qualified licensed physician or licensed nurse practitioner, performed no earlier than **twelve months** prior to the date the student first enters kindergarten or elementary school. When such a physical is performed for first-time entry to kindergarten, using the Virginia Form MCH-213 E.
6. If transferring from another school, school division, or from out of state the last **Report Card** must be shown to verify the grade of the student, a copy of such an examination must be in the previous school's record and available upon request. The need for a physical examination does not apply to pupils entering secondary schools, although this report is often very beneficial.
7. Virginia law requires **proof of immunizations** for all students entering a public school. Month, day, and year of immunizations must be reflected. Kindergartners, entering school for the first time, must have immunizations verified on Virginia Form MCH-213 E. This form is available at all school offices.
8. If you have any **custody papers** or your child has an **IEP** or **504 Plan**, these papers must be available at registration.