

## NEW STUDENT REGISTRATION PROCESS

Please read the following information if you are interested in registering your student at Key Peninsula Middle School for the 2011-2012 School Year.

To get started on the registration process, please call the Office Manager at Key Peninsula Middle School at (253) 530-4205. You will be asked for the following information:

- Parent/Guardian Name
- Student Name and Grade
- Current Mailing Address
- Phone Number
- Previous School

If you must leave a voicemail, please state the above information clearly. A registration packet will be sent to the address you have provided with details regarding what paperwork will be necessary to submit, along with other important information.

**Note:** Please do not print the forms that are listed on the main Peninsula School District website. For your information, the following forms will be included in the packet:

- Registration Form
- Proof of Residence (an explanation of what is acceptable is provided)
- Request for School Records
- New Student Orientation Form
- Enrollment/Emergency Form
- Immunization Requirements (for information only)
- Certificate of Immunization Status (**this must be completed by you – so be sure you get a copy from your child's previous school if you don't have easy access to that information – the registration process cannot be completed without this information from you**)
- Health Information Survey (form is provided)
- Copy of Birth Certificate, Social Security Card or Passport (**this information is necessary to verify student's legal name – we will not make a copy of the SSN**)