



THE SCHOOL DISTRICT OF  
UNIVERSITY CITY  
Transform the Life of Every Student Every Day!

# ENROLLMENT CHECKLIST

Complete enrollment is required for **all students new to the district**, and for current students entering **preschool, kindergarten, sixth grade and ninth grade**. Parents or guardians must present the following documents as part of the enrollment process before a child may start school:

- ◆ **Child's Birth certificate**
- ◆ **Child's Immunization record**
- ◆ **Photo ID** (parent or guardian) along with proof of guardianship if other than custodial parent
- ◆ **Occupancy permit** (*must list name of parent or guardian and student*)

Two of the following are also required for proof of residency and enrollment:

- ◇ Current unpaid utility bill (electric, gas, water, trash, sewer)
- ◇ Current lease
- ◇ Personal property tax receipt (previous year)
- ◇ Real estate tax receipt (previous year)
- ◇ Current paycheck stub identifying employee name and address (less than one month old)
- ◇ Voter registration card (current address)
- ◇ Property deed

Additionally, the Quick Registration Form (available at [www.ucityschools.org](http://www.ucityschools.org)) must be completed for enrollment. Students are also expected to have information on file from previous schools such as, but not limited to, report cards or unofficial transcripts, screenings, evaluations, assessments, etc.

For nonresident students, tuition rates will be charged. Rates may vary according to grade level and are subject to change.

*For more details about residency requirements and school boundaries, contact the Office of Student Services at 8136 Groby Road (63130) or call (314) 290-4045.*