

## **COLUMBUS EAST HIGH SCHOOL**

230 South Marr Road  
Columbus, IN 47201



### **ENROLLMENT CHECKLIST**

The following checklist is provided to help ensure that parents/guardians have the necessary materials required for new student enrollment.

#### **FORMS TO BE COMPLETED:**

- Pre-Enrollment Form
- Language Survey Form
- Request for Official School Records
- IHSAA Athletic Transfer Report - pages 1 and 2 must be completed and signed for transferring student athletes.
- Transfer Request Form - must be completed and approved if student resides in North district
- Free and Reduced Lunch Form - should only be completed if family income guidelines are met
- Nurse and Main Office Information Form
- Work Survey Form

#### **DOCUMENTS NEEDED FOR ENROLLMENT:**

- Proof of Residency
- Proof of Guardianship
- Birth Certificate - within 30 days of enrollment
- Grade Transcript - or last grade report
- Withdrawal Form - if available from previous school