

# HOW TO REGISTER YOUR CHILD FOR SCHOOL

## Enrollment and Admission

### Where to Register

Registration will take place in your school's main office. You may want to call for an appointment.

Louisa County High School	540-894-5436
Louisa County Middle School	540-894-5457
Thomas Jefferson Elementary	540-967-0492
Trevilians Elementary	540-967-1108
Jouett Elementary	540-872-3931

### Eligibility

Louisa County children who will be five years old on or before September 30<sup>th</sup> and who have not reached age 20 on or before August 1<sup>st</sup> are eligible for admission.

### Who Can Register Students

A natural or legally adoptive parent, court appointed guardian, or legal custodian.

### Required Documentation

- The enrolling parent will be asked to produce his or her photo identification.
- Parents enrolling students need to prove residency by providing one the following:
  - Deed
  - Signed contract of lease agreement for the address
  - Signed settlement papers
  - Mortgage statement
  - Proof of legal residency forms (2) each notarized by a school employee
- A second document to verify the address needs to be from one of the following:
  - Motor vehicle registration
  - Voter registration card
  - Bank statement within the last two months
  - State or Federal income tax records or W-2 form
  - Utility bills within the last two months
- A birth certificate is required of any student being admitted for the first time to any public school in Virginia.
- Social Security Number
- A transfer slip or report card from the previous school
- Notice of student's school status

- Virginia requires that new students present a properly completed immunization record signed by a licensed physician or local health department employee prior to admission.
- For new elementary school students (K-5) enrolling for the first time in Virginia, a report of a recent physical examination (done within one year) is required and parents must complete a health information form. (MCH-213E) The need for a physical examination does not apply to students entering secondary schools.

### **Immunizations Required**

Children who have received at least one dose of each of the required vaccines may be conditionally enrolled. They must present a schedule from a physician for completing all required immunizations within ninety days.

Specific requirements: (requirements are subject to change)

- DTAP, DTP, DT or TD (Diphtheria, Whooping Cough (Pertussis), Tetanus - a minimum of three doses
- Polio - a minimum of three doses of OPV or IPV in any combination
- Hepatitis B - a minimum of three doses for all children born on or after January 1, 1994 and all students entering sixth grade in 2001 or later, with at least four months spacing between first and third doses
- Measles, Mumps, Rubella - a minimum of two measles doses, one mumps and one rubella
- Varicella - all susceptible children born on or after January 1, 1997, shall be required to have a dose of chicken pox vaccine not earlier than age 12 months (365 days). *Susceptible means any child who has not had chicken pox.*

Any student admitted conditionally and who fails to comply with his/her schedule for completion of the required immunizations shall be excluded from school until his/her immunizations are resumed.

Objections based upon religious or medical grounds may be discussed with the principal.