

Your Enrollment Paperwork Checklist

Welcome — we're so glad you're here! This checklist covers the documents we need to complete your student's enrollment. For each item you'll find a quick note on **what it is** and exactly **how to complete it**.

How to send us your documents

We use ShareFile — a secure, private space for sharing files with us. Here's all it takes:

1. Open the ShareFile link we emailed you.
2. Complete or scan each document below.
3. Upload it to your family's folder — a clear phone photo works great if you don't have a scanner.

Document Checklist

- ☐ **Registration Document** A short document collecting details regarding family and student information for school registrar.
How: Open the form (make a copy), fill it in, and upload it to the folder. [Open the form →](#)
- ☐ **Birth Certificate** Confirms your student's name and date of birth so the district can enroll them and place them in the right grade.
How: Upload a photo or scan of the birth certificate.
- ☐ **Immunization Record or Waiver** Minnesota requires proof of immunizations — or a signed exemption — before your student's first day.
How: Upload your student's immunization record from your doctor or clinic or the linked form filled out and scanned to upload. [Open the immunization record form →](#)
- ☐ **Ethnic & Racial Demographics Form** The state asks every public school to collect this so student demographics are documented accurately & schools receive appropriate support.
How: Open the form, fill it in, and upload it. [Open the form →](#)
- ☐ **State Testing — Opt-Out** Minnesota gives annual assessments. Families may choose to opt their students out.
How: Open the form, complete and sign it, then upload it. [Open the opt-out form →](#)
- ☐ **Open Enrollment Application** **IF OUT OF DISTRICT RESIDENT** If your family lives outside the partner district's boundaries, this Minnesota form lets your student enroll across district lines.
How: Open the application, complete and sign it, then upload it. [Open the application →](#)
- ☐ **IEP Documentation** **IF YOUR STUDENT HAS AN IEP** If your student has an IEP (Individualized Education Program), sharing it helps the district prepare the right services from day one.
How: Upload a copy of the current IEP or evaluation. Only your partner district's team will use it.
- ☐ **Optional Educational Benefits Form** **IF IN DISTRICT RESIDENT** A quick household form the state uses to direct extra funding and resources to your student's school. Completing it is one of the simplest ways to help your partner district bring more support to families like yours — and your answers stay private.
How: Open the form, fill it in, and upload it. [Open the form →](#)

Questions about any of these? Your enrollment specialist is here to help — reach out anytime, and we'll walk through it together.