

When You Arrive in a New School District

When you arrive in a new district, it is important to enroll your child in their new school as soon as possible, even if you plan to stay for a short time. The steps listed below can help you in this process. The right column is available for any notes you may want to record.

<ul style="list-style-type: none"><input type="checkbox"/> Contact the campus registrar or front office in the new school and inform them that you want to enroll your child. <input type="checkbox"/> Tell the new district that your child was previously enrolled in the MEP. If available, provide a copy of the certificate of eligibility, or COE, from the previous school district. <input type="checkbox"/> Provide the transfer documents from the previous district, if available. If this paperwork is not available, staff at the new school or an MEP staff member can access it online.<ul style="list-style-type: none">• Be aware that the district may request other information, such as your current address (or where your family is living), and your child's immunization record. <input type="checkbox"/> Reach out to the MEP staff in the new district.	
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