

## **When You Arrive in a New 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 following steps can help you in this process:

Number 1, Contact the campus registrar or front office in the new school and inform them that you want to enroll your child.

Number 2, 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.

Number 3, provide the transfer documents from the previous district, if available. If this paperwork is not available, the new school or the regional Education Service Center can access it online.

Be aware the district may request other information, such as: proof of residency, or the current place your family is living, and your child's immunization record.

Number 4, reach out to the MEP staff in the new district, or MEP staff at the regional Education Service Center, to learn about and access services and opportunities available for your family. Make sure to inform them of any migratory work you have done since your last COE was completed.