

Helotes Elementary School

13878 Riggs Road

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General Registration Information

A PARENT/LEGAL GUARDIAN MUST BE PRESENT IN ORDER TO ENROLL

*** The following items are required to enroll at Helotes Elementary School ***

- 1. Proof of Residence:** Proof of residency must be in the name of the student's parents or guardian. We will only accept the following items: a current utility bill, water bill, lease agreement, or the closing statement on a new home. We cannot accept Driver's License, Voter's Registration, or Cell phone bill. Additionally, we cannot accept a builder's contract on a home in which you are not currently residing.
 - a.** If you have a contract to purchase or build a home in the Helotes attendance area, you must obtain an "Anticipated Move Contract" prior to enrolling your student. These forms will be available from the Northside ISD Office of Pupil Personnel. If you have any questions, please call the Helotes Attendance Secretary or contact the Pupil Personnel Department at (210) 397-8695.
 - b.** If the student and parent/guardian live with another family, you may enroll the child by completing a notarized Affidavit of Residence. This form and procedure for completing process may be obtained from the Helotes Attendance Secretary or from Pupil Personnel. The Affidavit of Residence is good for the current school year only.
- 2. Birth Certificate:** State or Health Department Certified. Hospital birth certificates and baptismal certificates are not acceptable.
- 3. Driver's License, Texas ID or Military ID of the Parent / Legal Guardian Enrolling the student.**
- 4. Immunization Record:** – Most updated record. (students must be current on all immunizations; refer to the District Health Services website for information on required immunizations.)
- 5. Social Security Card:** Of the child being enrolled, optional as of 2007-2008 school year.

6. Withdrawal Form: If enrolling during current school year.

a. If you are enrolling prior to the beginning of the school year, a final report card for the previous school year will be required.

b. If you are enrolling during the school year, we will need the most recent report card and applicable progress reports.

Legal Documents must be provided in situations involving divorce and/or legal guardianship. Please be advised that both biological parents have access to a student's records unless a court order is on file stating the restrictions.

If your child is receiving special education services, please bring copies of your child's most recent ARD/IEP.

Free/Reduced Lunch Forms: You may pick up a form at the school office. Parents must apply every year. If you apply for this, please fill out the form carefully and completely to avoid delay. Should you qualify for free or reduced lunch, that status does not begin the day you submit the forms. The status starts the day our cafeteria receives notice from the Child Nutrition department.