

## Enrollment Information for Parents

When enrolling a new student in the Wentzville School District, please provide the following documentation:

- **Proof of Residency** – The District requires two proofs of residency. Acceptable proofs of residency are:

**First Proof:**

- Signed Lease Agreement (verify dates are valid);
- Closing Document for new home purchase (settlement statement); or
- Most recent Real Estate Property Tax Statement.

**Second Proof:**

- Current utility bill;
- Cable bill;
- Official mail from federal, state, county and city agencies;
- Most recent personal property tax paid receipt; or
- New Driver's License (issued after March 2013).
- Voter registration

If your family is residing with someone else, additional residency requirements include:

- Notarized letter from the person with whom the student is residing;
- Paid real estate tax receipt for the person with whom the student is residing or valid lease agreement;
- Second proof of residency for the person with whom the student is residing; and
- Proof of residency for the family residing with someone else should be received within 45 days and should be associated with the dwelling such as a current utility bill, cable bill, official mail from federal and state agencies, and most recent personal property tax paid receipt.

- Student's immunization record (satisfactory evidence of immunization is a statement, certificate or record from a physician or health facility that verifies the type of vaccine, the month, day and year of administration; required before the student can attend class);
- Student's birth certificate (requested but not required);
- Student's most recent report card (this information will be requested from the previous school but please provide a copy at the time of enrollment, if possible);
- Parent's driver's license or photo identification (requested but not required);
- Documentation regarding legal guardianship (must be court ordered guardianship, limited guardianship, or power of attorney including power and authority regarding the care, custody, and property of each minor child named including, but not limited to, the right to enroll the child in school) or foster care placement (required if applicable); and
- Most recent Individual Education Plan (IEP) and evaluation if the student receives special education services (this information will be requested from the previous school but please provide a copy at the time of enrollment, if possible).
- Students entering grades 7-12, please contact the school to set up an appointment to complete the enrollment process.

*Parents are asked to complete an enrollment packet for each student enrolling in the District and go to the appropriate school to complete the process. Additional information may be required at the individual buildings at the time of enrollment.*

To determine which school(s) your student(s) will attend:

<https://www.wentzville.k12.mo.us/domain/3106>



"Learning Today, Leading Tomorrow"

## REQUEST FOR RECORDS

Today's Date \_\_\_\_\_ First Date of Attendance \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_ Birth date \_\_\_\_\_

Last School Attended \_\_\_\_\_ Last School District \_\_\_\_\_

School Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

School Phone (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

### Please forward the following information:

- ☐ All academic records
- ☐ All assessment records (*including state required tests such as MAP, constitution test information and school grading scale*)
- ☐ End of Course Exam (EOC) Scores
- ☐ Attendance records
- ☐ School profile and/or schedule information
- ☐ Health and immunization records
- ☐ Withdrawal date and grades if transferring during the current school year
- ☐ Any psychological or educational evaluation(s) completed by your school, outside agency, or treatment center, including special education testing and the Current Diagnostic Summary and IEP/Section 504/Title II Plan
- ☐ Any testing regarding the Gifted Program
- ☐ Any testing regarding the ELL/ESL Program
- ☐ Disciplinary records

If a high school student, how many credits did the former school require for graduation? \_\_\_\_\_

The Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, states that the signature of a parent or guardian IS NOT REQUIRED for school records to be sent to another educational facility. However, when a parent or guardian is available, we do require his/her signature.

I give permission for records to be released to Holt High School.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Thank you for your cooperation.

### MAIL, FAX OR EMAIL RECORDS TO:

Holt High School  
600 Campus Drive  
Wentzville, MO 63385  
Phone: 636-327-3876  
FAX: 636-327-3953  
[andreakoewing@wsdr4.org](mailto:andreakoewing@wsdr4.org)

## Wentzville R-IV School District Parent Portal Registration Form

For security purposes, you must return this completed form to your child's school **in person**. You will be asked to show a **photo ID** when you register. One parent/guardian (in person) may register additional parents/guardians. Once you are registered, the information will be put into the District student management system at your child's school and then the Parent Portal system will email the registered email address(s) the login password in a few days. Your login username will be your registered email address. You do not have to register every school year. You may access the Parent Portal on the Wentzville School District Website <http://www.wentzville.k12.mo.us> and click on Parent Portal.

All students have access to the Student Portal. Students can view their individual information but are not able to edit family data or make online meal payments. If you do not wish for your student to have access to the Student Portal, please submit your request in writing to the school office.

**Please Check the Appropriate Item(s):**

- ☐ I am registering for the first time.  
☐ Update my information in Parent Portal (ie. new email account).  
☐ Add another student to my existing Parent Portal account.  
☐ Reset my login password.

Parent/Guardian First and Last Name	
Email Address	

Parent/Guardian First and Last Name	
Email Address	

Parent/Guardian First and Last Name	
Email Address	

	Student 1	Student 2	Student 3
School			
First Name			
Last Name			
Birthdate			
Grade			

**Signature and Photo ID are required to access student information on Parent Portal.**

Parent/Guardian Signature \_\_\_\_\_  
Date \_\_\_\_\_

**For Office Use Only:**

**Building**

**Date**

Identification Verified		
Entered into SIS		

October 2010  
November 2011  
December 2012  
January 2015  
RW

**Wentzville School District**  
**The Missouri A+ Scholarship Program**  
**STUDENT PARTICIPATION AGREEMENT**

**Student Name:** \_\_\_\_\_ **Graduation Year:** \_\_\_\_\_  
(Please PRINT Legibly)

Missouri A+ Scholarship Program graduates may be eligible to receive state funding for post-secondary educational expenses (tuition and general fees) at any Missouri community college or public vocational/technical institution. A+ high school students must remain eligible to participate in the A+ Program all four (4) years of high school and must complete ALL of the following A+ Program state requirements at the time of their high school graduation.

*The Missouri A+ Scholarship Program currently provides this educational funding incentive, according to A+ State Rule, but is subject to annual state funding and legislative approval.*

**A+ Program Requirements**

1. Be a U. S. citizen or permanent resident.
2. Enter into a written agreement with high school prior to graduation, by signing this form.
3. Attend an A+ designated high school for three (3) consecutive years prior to graduation.
4. Maintain & graduate with a minimum cumulative 2.5 (un-weighted) grade point average.
5. Document 95% annual and cumulative school attendance record.
6. Score "Proficient" or "Advanced" on any Math EOC Exam or earn a 17+ Math ACT sub-score.
7. Complete 50 hours of supervised tutoring\* with younger WSD students (12.5 hours of pre-approved "job shadowing" may count towards this requirement).
8. Demonstrate a record of good citizenship during all four (4) years of high school.
9. File the Free Application for Federal Student Aid (FAFSA) senior year *on-line @ [www.fafsa.gov](http://www.fafsa.gov)*

\*All A+ eligible juniors and seniors must attend an A+ Tutor Training Workshop and complete the A+ Tutoring Application and A+ Tutoring Agreement to be approved to tutor in the WSD.

**All documentation must be submitted to the A+ Coordinator by May 1<sup>st</sup> of senior year.**

The Missouri A+ Scholarship Program may be utilized for a period of four (4) from high school graduation date (or until they earn an Associate's Degree or earn 67 college credits). To maintain A+ eligibility during that time, a participating student must enroll and attend a Missouri community college or public vocational or technical school full-time (12+ credits) and maintain a minimum of a 2.5 grade point average.

**Do you wish to participate in the Missouri A+ Scholarship Program?**      YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**