



Sparta Township Public Schools

Commitment to Education

New Student Registration Check-List

- Proof of Residency
 - Homeowner (**TWO** of the following):
 - Signed and Dated Deed
 - Tax Bill for Current Year
 - Utility Bill (within the last 2 months)
 - Closing Documentation (if purchased the home within the last 2 months)
 - 5-Page Closing Disclosure, Affidavit of Title
 - Renter (**ALL** of the following):
 - Signed and Dated Lease Agreement
 - Proof of Payment **AND** Current Utility Bill **OR** Signed Affidavit
 - Staying with a Sparta Resident (**ALL** of the following):
 - Signed Affidavit
 - Must be signed and notarized by the homeowner verifying that the resident is domiciled in dwelling
 - Homeowner's Proof of Residency
- Transcript/Report Card (must have FINAL report card if transferring into new school year)
- Withdrawal Form/Transfer Card
- Birth Certificate
- Parent/Guardian Photo ID
- [Release of Records Form](#)
- [Genesis Parent Module Registration Form](#)
- [Required Medical Forms](#)
 - Universal Health Form
 - Immunization Records or Letter of Exemption
 - Action Plans and Medication Forms as Applicable
- [Kindergarten Parent Survey](#) *Kindergarten registrations only.

If applicable, provide the following during the online registration process:

- Passport/Immigration Documentation
- Custody Papers
- Individual Education Plan (IEP)
- Speech Individual Education Plan (IEP)
- Service Plan (504)
- Intervention & Referral Services Plan (I&RS/RTI)
- Gifted Individual Education Plan (Gifted IEP)
- English as a Second Language (ESL)