



ENROLLMENT CHECKLIST
(GRADES K-12)

Dear Parent/Guardian:

The following checklist is provided to assist you in gathering and completing all information that is needed to register your child with the Prior Lake – Savage School District #719. Please use this checklist and return it with your child’s enrollment forms and required documentation.

Student Name:

Grade:

Item and Description	Required	Completed	Office Use
Open Enrollment Form – <i>If Residence is out of District Boundaries</i>	Y	<input type="checkbox"/>	
Enrollment Form for New Students	Y	<input type="checkbox"/>	
Student Information Form/New Student Form	Y	<input type="checkbox"/>	
Student Immunization Record – <i>Required prior to 1st day of school</i>	Y	<input type="checkbox"/>	
Student Record Request Form	Y	<input type="checkbox"/>	
Proof of Legal Name and Birth Date – <i>Birth Certificate, Passport</i>	Y	<input type="checkbox"/>	
Emergency Information Form	Y	<input type="checkbox"/>	
Grade 6-8 Course Registration Forms – <i>Grades 6-8 Only</i>	Y	<input type="checkbox"/>	
Special Education Students: Copy of IEP (Individualized Education Plan)	If Applicable	<input type="checkbox"/>	
Extended Day Kindergarten Scholarship Request Form – <i>Grade K Only</i>	If Applicable	<input type="checkbox"/>	
SAGE Academy – <i>Grades 1-5 Only</i>	If Applicable	<input type="checkbox"/>	
Free or Reduced-Price Lunch Application	If Applicable	<input type="checkbox"/>	

After you have filled out the enrollment forms, you may mail or personally deliver them to:

Prior Lake – Savage District Services Center
Attn: Centralized Enrollment
4540 Tower Street SE
Prior Lake, MN 55372

You may also email enrollment forms to: kgerold@priorlake-savage.k12.mn.us