



# Student Registration Checklist For New Students

A student is officially registered in Ponca City Public Schools and will receive a class schedule only when the student has been registered online and required documents are submitted to the Registration Center, 111 W. Grand Ave.

## PROOF OF RESIDENCE (REQUIRED)

- Current (within last 30 days) utility bill (gas, water, electric)
  - If recently closed on a home, submit signed settlement statement located in contract.
  - If in the process of closing on a home, submit non-contingent signed contract.

## PRE-KINDERGARTEN IMMUNIZATIONS (REQUIRED)

<b><u>DTaP/DPT:</u></b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	<b><u>OPV/IPV:</u></b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	<b><u>MMR:</u></b> 1 <input type="checkbox"/>
<b><u>VARICELLA:</u></b> <input type="checkbox"/>	<b><u>HEP B:</u></b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	<b><u>HEP A:</u></b> 1 <input type="checkbox"/> 2 <input type="checkbox"/>

## KINDERGARTEN – 12<sup>TH</sup> GRADE IMMUNIZATIONS (REQUIRED)

<b><u>*DTaP/DPT:</u></b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	<b><u>*OPV/IPV:</u></b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	<b><u>MMR:</u></b> 1 <input type="checkbox"/> 2 <input type="checkbox"/>
<b><u>VARICELLA:</u></b> <input type="checkbox"/>	<b><u>HEP B:</u></b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	<b><u>HEP A:</u></b> 1 <input type="checkbox"/> 2 <input type="checkbox"/>
<b>Additional immunization for 7<sup>th</sup> grade -12<sup>th</sup> grade (Adacel, Boostrix) <u>Tdap:</u> 1 <input type="checkbox"/></b>		

\*Unless 4<sup>th</sup> DPT and 3<sup>rd</sup> OPV/IPV are given on or after the fourth birthday.

## ADDITIONAL DOCUMENTATION (REQUIRED)

- State Certified Birth Certificate *(No hospital footprints)*
- Custody/Guardianship, if applicable *(Court-filed papers only)*
- Driver's License or Government-Issued Photo ID of Parent/Guardian
- Social Security Card *(requested, but not required)*
- Special Education (IEP)
- Address of previous school
- Transcript/Report card from previous school