



Francis Howell School District  
**RESIDENCY/ENROLLMENT CHECKLIST**  
Please Contact Your Assigned School for an Appointment

**ITEMS REQUIRED FOR REGISTRATION**

- Proof of Parent/Guardian Identification** – Driver’s license or other state or federally issued identification card.
- Proof of Student’s Date of Birth**– Birth certificate, state or federally issued identification card or another official document.
- Proof of Student Immunization** – Current immunization records must comply with Missouri state law.
- Proof of Residency**
  - Homeowner/Renter** – Two current utility bills with name and the service address. A utility bill is defined as gas, electric, sewer, and water.
  - In Process of becoming a District Resident** – Signed sales contract without contingencies, with closing and occupancy date. Occupancy date greater than 90 days out requires District approval. Two utility bills must be provided within 30 days of moving into the home.
  - Residing with a Friend/Relative** – The friend or relative must appear in person and complete the Resident Affidavit and the parent or guardian will complete the Parent or Guardian Affidavit. The friend or relative must provide proof of residency. If enrolling as an independent student, an Independent Affidavit is requested in lieu of the Parent or Guardian Affidavit.  
\*Affidavits must be notarized and renewed every year
  - Residing in a Hotel or a Shelter:** Contact student services at 636-851-4076

**ITEMS NECESSARY FOR CLASSROOM PLACEMENT**

- Special Services Kindergarten-12** – Individualized education plan or 504 Plan
- Transcripts for students in grades 6-12**