

WELCOME TO THE BRADLEY DEN

STUDENT REGISTRATION INFORMATION for 2009-2010

Fall Registration for 2009-10 will begin August 5, 2009 from 8:00-11:30 am and 1:00-3:30 pm. Please call the Bradley Counseling Office at 491-8300 ext. 230 to schedule an appointment for registration. Walk-ins are welcome, but you may need to wait until a counselor is available to serve you. Parents or legal guardians must accompany the child for registration.

To register a student at Bradley, you MUST have ALL the documents listed below at the time of registration:

✓ **PROOF OF RESIDENCY**

The following documents are accepted:

- Current water (SAWS) or electric (CPS) bill in parent/guardian's name, if living in a house.
- Current lease with the student listed as an occupant, if apartment or rental property.
- *Note: If the student and parent/guardian live in the residence of a third party, the owner/renter of the residence must provide the proof of residence. Both the parent/guardian and the third party must be present at the time of registration to sign an "Establishing Proof of Residence" form to be notarized by a school official.*

✓ **BIRTH CERTIFICATE**

An original, certified, state-issued birth certificate is required at time of registration. (*Hospital birth certificates and baptismal certificates are not acceptable*). *If an original birth certificate is not submitted, the parent/guardian has 30 days to provide the document. A student will be registered under the exact name listed on the birth certificate unless legal documentation for a name change is provided. For additional information, the US Birth Certificate Bureau website address is:*

<http://www.usbirthcertificatebureau.com/>

✓ **SOCIAL SECURITY CARD**

An original social security card is required at time of registration. Forms for replacement cards are available in the counseling office. *For additional information, refer to the following website address:*

<http://www.ssa.gov/replacesscard.html>

✓ **IMMUNIZATION RECORDS**

All students must provide current proof of immunizations at time of registration. *For additional information, regarding state and NEISD requirements, refer to the following website:*

<http://www.neisd.net/health/immunization.html>

✓ **FINAL REPORT CARD/WITHDRAWAL PAPERWORK**

Provide a final report card, official transcript, standardized test scores and formal withdrawal papers from previous school to assist in appropriate placement.

✓ **PHOTO IDENTIFICATION**

The parent/guardian accompanying the student to the registration appointment should provide a driver's license or Military ID card.

*****PARENTS ARE RESPONSIBLE FOR PROVIDING THE ABOVE DOCUMENTATION TO BRADLEY AT THE TIME OF REGISTRATION. YOU MAY NEED TO PERSONALLY CONTACT YOUR CHILD'S PREVIOUS SCHOOL TO HAVE MISSING DOCUMENTS OR RECORDS FAXED TO US at 210-491-8314.*****