

Document Check List

The following documents must be submitted with application for application to be considered complete. Any missing documentation will result in your application not being processed.

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|---|-----------------------|--------------------|
| <input type="checkbox"/> Complete Application Form (in person or online) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Recommendations (if applicable) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Birth Certificate* (copy only) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Attendance Records (2023-2024 & Fall 2024) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Proof of Residency (current utility bill with physical address) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Proof of employment (with King Ranch or SGISD) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Proof of all extracurricular activities
(Printed pictures, copies of certificates, copies of ribbons etc) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Social Security Card* (copy only) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Report Cards (2023-2024 & Fall 2024) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Immunization Records* (copy only) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Test Scores (2022-2023, 2023-2024) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Discipline Records
(A letter from the principal if no discipline records exist; (2023-2024 & Fall 2024)) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Student Interview (to be completed if Student is a finalist) | | |

FOR OFFICE USE ONLY

Application issued: _____
 Application returned complete: _____
 Interview date/time: _____