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Michele Martel  
Principal

Irica Williams  
Assistant Principal

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Phone 302-284-5810 \* Fax 302-284-5819

**Requirements for New Student Enrollments**

1. A parent (or legal guardian) must be the one to enroll a new student. If someone other than the parent or legal guardian is enrolling the student, we must have a notarized letter from the parent/guardian in order to proceed.
2. Verification of Immunizations.
  - Kindergarten and 7<sup>th</sup> grade students must have proof that Hepatitis B vaccines have started.
  - TB test and readout
3. Physical that has been completed in the past 2 years.
4. Verification of Birth date must be provided. Examples include:
  - Birth certificate
  - Visa
  - Passport
  - Custody papers
  - Driver's License
  - Military ID
5. Verification of Residence must be provided. Examples include:
  - Utility Bill
  - Driver's License
  - Rental Agreement/Lease
  - Purchase Agreement
6. Verification of Guardianship/Custody papers (if applicable)
7. Verification of grades in the form of student's last report card (if transferring prior to the new school year starting) or grades at time of transfer (if transferring during the school year).
8. IEP (if student is in Special Education)

Please note that we do require appointments to enroll a new student. To schedule an appointment, please contact us at (302) 284-5810.

**Lake Forest School District has just one focus, student success.**

*Lake Forest School District does not discriminate in employment or in educational programs, services or activities based on race, color, national origin, sex, age, or disability in accordance with state and federal laws. Inquiries should be directed to the Director of Personnel at the Lake Forest Central Business Office, 5423 Killen's Pond Road, Felton, DE 19943-9801. Phone: 302-284-3020.*

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