



RAYTOWN SCHOOLS ENROLLMENT



RAYTOWN SCHOOLS EDUCATION AND CONFERENCE CENTER (RSECC)
MONDAY – FRIDAY 8:30 AM TO 4 PM
10750 E. 350 HIGHWAY
RAYTOWN, MO 64138

ALL RESIDENCY/ENROLLMENT FORMS CAN BE FOUND AT
WWW.RAYTOWNSCHOOLS.ORG UNDER THE RESIDENCY & ENROLLMENT ICON

First Time Family Enrollments to Raytown School District

- Visit www.raytownschools.org and click the quick link **SISK12**
- Click **Register New Family** to enter your information and create your student profile
- Once pre-registration is complete you will be required to upload, email (residency@raytownschools.org) or fax (816-268-7079):
 - Photo ID
 - Mortgage or Lease Agreement
 - A Current Gas or Electric bill 30 days old or less (**No shut-off/Final Notices and No Water/Sewer bills will be accepted**) if utilities are included in lease, or no utilities in your name, please provide two additional documents from the list below
 - Student’s Original Proof of Birth
 - Student’s Immunization Records
 - Legal Guardianship Paperwork – if applicable

Returning Family Enrollments to Raytown School District

- Visit www.raytownschools.org and click the quick link **SISK12**
- Log into your parent portal to complete online registration
 - *If you need to add a new student to your existing profile this option is available: Click **Update Household Data** from the menu to the left of your parent portal, the **add** button is then located at the bottom of the **Student Information page**.
- Upload, fax (816)268-7079 or email (residency@raytownschools.org) residency documents for review by the Enrollment Center team
- **Waiver Enrollments** will need to visit the Enrollment Center by appointment only to complete the enrollment process.

PRESCHOOL STUDENTS MUST BE 4 YEARS OF AGE ON OR BEFORE JULY 31, OF CURRENT YEAR
KINDERGARTEN STUDENTS MUST BE 5 YEARS OF AGE ON OR BEFORE JULY 31, OF CURRENT YEAR

CareDox Enrollment is required for new students. All returning students will need to update their profile for the 2020-2021 school year.

Questions? Call 816-268-7035 or visit www.raytownschools.org – Residency

Form 2 – Families living with a District Family

Both Families will be required to complete the electronic Form 2 affidavit

Documents required from District Family:

- Photo ID
- Mortgage or Lease Agreement
- A Current Gas or Electric bill 30 days old or less (**No Shut-off/ Final Notices and No Water/Sewer bills will be accepted**) If utilities are included in lease, or no utilities in your name, please provide **two** additional documents for approval.

Documents required from Family living with District Family:

- Parent / Legal Guardian Photo ID
- Student’s Original Proof of Birth
- Student’s Immunizations
- Legal Guardianship Paperwork – if applicable
- **Three** proofs of residency documents are required. (See list of **additional residency document accepted** below)

Required Residency Documents for all enrollments

- Photo ID
- Mortgage or Lease Agreement
- A Current Gas or Electric bill 30 days old or less (**No Shut-off/Final Notices and No Water/Sewer bills will be accepted**) if utilities are included in lease, or no utilities in your name, please provide **two** additional documents for approval
- Student’s Original Proof of Birth

Additional Residency Documents Accepted:

- Added to Light or Gas Bill
- Car Payment Information / Car Insurance Paper
- Court/ State/ Gov’t Docs
- Life Insurance
- Student Loan Information
- Pay Check/Pay Stub or unemployment verification
- Bank Statement