



ENROLLMENT 2019 - 2020



ENROLLMENT OPEN ONLINE JULY 9TH

**NEW STUDENT ENROLLMENT AND CHANGE OF ADDRESS VISIT:
RAYTOWN SCHOOLS EDUCATION AND CONFERENCE CENTER (RSECC)
10750 E. 350 HIGHWAY RAYTOWN, MO 64138
M-F 8:30 AM – 4 PM**

***CLOSED JULY 4TH - 5TH & FRIDAYS JULY 12TH & 19TH
** OPEN UNTIL 7 PM THURSDAYS JULY 11TH, 18TH, & 25TH**

Documents Required

- Mortgage or Lease Agreement – Full lease, students must be listed as occupants
- A Current Gas or Electric bill 30 days old or less; electric bill preferred (**No Shut- off / Final Notices and No Water / Sewer bills will be accepted**) If utilities are included in lease, please provide two additional documents for approval.
 - Car Payment Information/Insurance Paper
 - Court / State / Government Documents
 - Life Insurance
 - Student Loan Information
 - Pay Check / Pay Stub
 - Unemployment Verification
 - Bank Statement
- Parent / Legal Guardian Photo ID
- Student's Original Proof of Birth upon enrollment
- Student's Immunization Records
- Legal Guardianship Paperwork – if applicable

Email Address Required

All enrolling families must have an active, valid email address to complete enrollment. If you do not have an email address, Residency staff can assist in you in setting up an email account.

Schedule Pick-up/Fee Payment

All Secondary Sites

August 5– 12:00 PM to 3:30 PM and 5:00 PM to 7:00 PM

August 6 – 8:00 AM to 11:00 AM and 12:30 PM to 2:30 PM

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

Form 2 – Families Living with a District Family

Both Families must be present for registration enrollment.

Documents required from District Family:

- Photo ID
- Mortgage or Lease Agreement
If the property is leased, the Form 2 family, parents/guardians and students will need to be added as occupants to the lease by the landlord.
- A Current Gas or Electric bill 30 days old or less – electric bill preferred (**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.
 - Car Payment Information / Car Insurance Paper
 - Court/ State/ Gov't Docs
 - Life Insurance
 - Student Loan Information
 - Pay Check/Pay Stub
 - Unemployment Verification
 - Bank Statement

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
- **If the district resident's property is leased, members of the Form 2 family (parents/guardians and students) will need to be added as occupants to the lease by the landlord.**
- **Three** proofs of residency documents are required upon enrollment, on which your name/address should appear.
 - 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
 - Unemployment Verification
 - Bank Statement