



RAYTOWN  
QUALITY  
SCHOOLS  
Expect the Exceptional

# RAYTOWN SCHOOLS ENROLLMENT



## 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 2 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
- Original Student's 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.

Questions? Call 816-268-7035 or visit [www.raytownschools.org](http://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
- Original Student's 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