

# New Student ENROLLMENT

## The first step to enrollment begins online at home!

Go to the Wayne Township website <https://district.wayne.k12.in.us>

Once you are on the website you will need to click on the following:

- Students
- Online Enrollment

You will receive a confirmation email when the online process is complete. However, your enrollment is not complete yet.

You will receive a call from our registrar within a few days after the online portion is complete. Our registrar will explain the documents that are needed to complete the enrollment as well as schedule a time to bring the documents into our office to be copied.

### **ALL OF THE FOLLOWING DOCUMENTS ARE REQUIRED TO COMPLETE ENROLLMENT:**

- Current Lease or Mortgage (with the name of parent or guardian)
- Official and current piece of mail (with the name of parent or guardian)
- Birth Certificate
- Immunization Records
- *Guardianship papers if applicable*
- *Identification of parent or legal guardian*

**Once you complete the online portion and receive your phone call you may visit the front office on July 7 between 8am-8pm. (open enrollment). You may also visit the main office Monday through Thursday during the hours of 10:00 a.m. and 2:00 p.m. or make an appointment.**

- All students enrolling must live in the Chapel Hill area unless they have their out-of-district approval letter.
- All students must be enrolled by the parent or guardian.

If you have any questions, or if you have any circumstances that do not meet the above requirements, please call 317-988-8800.

