

FWPS Enrollment Procedures

How to Register Your Student

During the school year, student registration occurs at the school your student will be attending. If you do not know which school yet, please contact Geri Walker at (253) 945-2071.

Below is the information required to enroll your student in Federal Way Schools. *All forms are included in the Decatur High School enrollment packet available in the DHS Counseling Office.*

1. Fill out Form 203, Student Information & Enrollment Form

- Please make sure that the application is completed on both sides
- On SIDE ONE include Birth Place and information about U.S. citizenship.
- On SIDE TWO include Emergency Information and Previous School Information.
- Remember to include the Parent Signature and Date.

2. Fill out the Home Language Survey

- This information is required of all students, including students who speak English as a First Language. Note this form is currently only available in English on-line - if you need this form in a foreign language you can get it at your school or at the Community Resource Center.

3. Form DOH 348, 013 “Certificate of Immunization Status”

- The immunization information sheet supplies information about what is required at which level/grade. For more health-related information, including free immunization info, go to the FWPS Health Services page.
- **This form must be filled out in person at your school.**

4. Original Birth Certificate, Certified Copy of Birth Certificate, hospital certificate signed by attending physician, baptismal certificate, or passport

- We must use the official document when making copies. Parents: : Contact the Vital Statistic Records Office in the County your child was born or go to: www.usbirthcertificate.com

5. Form 420 “Student Health Report”

- SIDE ONE should be filled out.
- SIDE TWO is not MANDATORY. If the parent decides not to take the child to a physician, there is a waiver at the bottom to sign.

6. “Sharing of Student Record Information” (*Discipline disclosure*)

7. Form 203a “Student History Information” (*Discipline disclosure*)

*Effective November 1, 2004 per Washington State OSPI:
ALL students new to FWPS must bring a transcript for grade level placement*

ALSO REQUIRED:

- **Current, valid proof of residency (utility bill, lease, WA state drivers license)**