



**Guam Department of Education
Student Registration Packet**

Registration Checklist

Student Name (Last, First, Middle Initial):	
Student #:	Date of Birth:

The checklist is to guide schools on the registration process regarding the required documents. School officials must date and initial all the required documents that have been submitted by parent/guardian upon registration.

Administrative Office and/or Curriculum Office	Date Received	School Official Initial
1. Parent/Legal Guardian/Caretaker (under 18 years) Present		
2. Completed School Registration Forms		
3. Official Birth Certificate		
4. Parent/Legal Guardian/Caretaker Photo Identification		
5. Court Appointment Guardianship (if applicable)		
6. Official Transcript and Official Withdrawal from previous school		
7. Proof of Residency (select only one item needed) <ul style="list-style-type: none"> a. ___ Mayor's Verification – names of parents/legal guardians and children; or b. ___ Copy of Mortgage Settlement/Deed to Property/Lease Agreement, Base Commander's Certification clearly showing complete home address; or c. ___ Utility Bill (Power, Water, Telephone); or d. ___ Living arrangements if staying with a family/friend – homeowner to provide a notarized letter; or e. ___ Deemed Homeless. (form from SPCE) 		
8. Program Placement: IEP/EAP, ESL (current) or Agency Letter of Placement (if applicable)		
9. Parent Acknowledgment for Student/Parent Handbook/Student Achievement		
10.		
School Health Counselor Office	Date Received	School Official Initial
1. Immunization Record (Title 10 GCA § 3322) – current and copy for submittal		
2. Tuberculosis Requirement (Title 10 GCA § 3329)		
3. Physical Examination or Appointment Card		
4. Emergency Form		