

MEHMS Registration Checklist

The below items are **REQUIRED** for enrollment and must be brought to your appointment:



Proof of Birth: An original birth certificate is required (copies not accepted).

- If a birth certificate is not available, an affidavit with substantiating documentation is required.
- The legal name of the student as shown on the original birth certificate will be entered in the student record.
- Changes to an original birth certificate must be supported by a court document.

Proof of Residence: Property Deed (*settlement papers*) with current utility bill (*phone bill not accepted*) or Rental Lease

- The student must be accompanied by the person with whom he/she lives at the time of enrollment, either a parent or a court-appointed guardian or legal custodian. The accompanying adult may be required to present photo identification.
- If the family is living in the residence of a friend/relative, the homeowner/leaseholder must provide a notarized affidavit and his/her lease or deed. An affidavit by the student's parent stating the temporary residence is also required.
- Parents must notify the school when their home address changes and provide proof of their new residence. If families move out of Falls Church City, children are no longer eligible to attend Falls Church City Public Schools (FCCPS).
- Physical presence of the parent in the residence of the child is required for tuition-free enrollment in FCCPS. A change in enrollment status may be necessary if a parent initially enrolls the student but leaves Falls Church City.

Previous K-12 School Records:

- Unofficial transcript is required; a sealed official transcript is preferred, if possible
- Grades to the date of last withdrawal
- National, state and standardized testing records
- Any records where high school credit was applied, including online, distance learning or dual enrollment course
- Any ESOL, SPED, 504 records

Health and Immunization Records: Please use the below worksheet to ensure full compliance

No enrollment appointment until minimum requirements are met *

NAME	REQUIREMENTS	1 st Date	2 nd Date	3 rd Date	4 th Date	5 th Date	6 th Date
DTP / DTaP / Tdap	Min. of 4 doses. Must have at least 1 dose of DTaP or DTP on or after the 4th birthday.	*	*	*	*		
Tdap Booster	Booster required if 5+ yrs. have passed since the last DPT. <i>TD in past 5 yrs ok due to 5 yr. rule.</i>	*					
Polio / IVP / IPV / OPV	Min. 4 doses. One dose must be administered on or after the 4th bday, otherwise booster is reqrd.	*	*	*	*	Booster Date	
MMR	Min. 2 measles, 2 mumps, 1 rubella or 2 MMR's. First dose must be at age 12 mos. or older.	*	*				
HBV / Hep B	3 doses required. 2 allowed ONLY if Merck Brand (Recombivax HB) was used and is documented.	*	*	*	If 2, Merck? Yes No		
Varicella Chickenpox	1 dose required at age 12 mo.+ for those born on/after 1/1/97 OR documentation of having disease/titer.	Had Disease? YES NO	*	*			
TB TEST NEEDED?				Date Given	Date Read	Result	Millimeter
TB Skin Test PPD, TST	Required 90 days prior to registration if lived outside the US for 5+ mos. in the last 5 yrs. Not required: <i>Canada, W. Europe, Australia, New Zealand.</i> Click here for more exceptions	YES	NO		Read after 48 hrs.	Positive Negative	
Chest X-Ray	If TB test is positive, a chest x-ray is required. A negative x-ray is required to attend school.	YES	NO		n/a	Positive Negative	