

# Academic Magnet High School

## Registration Checklist - 2023-2024 School Year

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Complete the **Affidavit and notarized**, plus one **(1) document from category B**, and one **(1) document from category C** are current and contained in the file by initializing the items and signing below.

**A. Affidavit (initial)**

**Staff Initial**

1. Included and complete
2. Notarized

\_\_\_\_\_  
\_\_\_\_\_

**B. Residence (1 of the 3 documents acceptable)**

**Names must match affidavit**

1. Mortgage Statement dated after 3.1.23
2. Rental Agreement (current dates)
3. 2022 Property Tax Bill (not auto)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Official Mail, Statement dated after March 1<sup>st</sup> (1 of the 7 documents acceptable)**

**Names must match affidavit**

1. Electric or gas bill
2. Water bill
3. Phone bill (not cell)
4. Cable bill
5. Motor vehicle registration
6. Pay stub (show employer & address)
7. Local, State or Federal agency mail such as  
Social Security, Medicaid, DSS, IRS, SNAP, Court Papers

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\_\_\_\_\_

**Address (as verified by documentation contained in file):**

1. Do all names supporting documents match the names on the Affidavit? Y or N
2. Is the address on all documentation consistent throughout? Y or N
3. Are the dates on the documentation current (March 2023 and more recent, except property tax – Jan. 2023)? Y or N

**REMINDER** - Please complete the online registration on the CCSD website. From the main page scroll down under “important links” and click on 2023-2024 registration.

If your student is **returning to CCSD** and accepted a seat through School Mint or a **returning student to AMHS** you would complete the returning student form.

Students who are **new to CCSD** and have accepted a seat through School Mint should complete the new student form for their zoned school. Your student will be moved to Academic Magnet after the registration is complete.

Initial of School Official: \_\_\_\_\_ Date: \_\_\_\_\_