

Registration Requirements and Past School History Form

To enroll your student(s), you must personally go to the campus (es) your student(s) would attend with the required documentation listed below. **Incomplete or non compliant documentation will lengthen the enrollment process.** If you do not know which campus your student should attend please contact Gilmer ISD's transportation department at (903) 841-7400 during regular business hours with your address and they can give you the information you need.

REGISTRATION DAYS AND HOURS: All campuses enroll from 9:00 to 2:30 pm every day students are in attendance. They do not enroll on weekends, holidays, early release days, or non attendance weekdays.

1. A proof of residency (Current water, electric or gas bill [**no more than 30 days old; Disconnect notices are not accepted**], lease agreement [**current with enrolling guardian and students listed as tenants/residents**], proof of purchase). **NOTE: If your rent includes utilities and you do not have water, electric or gas bills in your name, you can use your lease as your proof of residency as long as your lease stipulates that bills are included and specifies which bills are included.**
2. Enrolling Guardian's Photo ID (Valid Texas Driver's license or ID with current Gilmer address).
3. Student's **original** birth certificate or **certified copy**.
4. Student's social security **card** or **filed tax papers**.
5. Immunization records (**must be up to date per Texas requirements**).
6. Two emergency numbers where the guardian/parent can be contacted

Students can be registered **ONLY by PARENT or LEGAL GUARDIAN.**

If you are **NOT** the custodial parent, you **must provide legal papers stating that you have a legal right to make decisions on behalf of the parents/guardians.** If you are unable to provide such documents, **PRIOR APPROVAL from our Assistant Superintendent, Mr. Greg Watson is REQUIRED** to enroll your student(s). You may contact him at the Gilmer ISD Administration offices at 500 S Trinity St, or call (903) 841-7400.

Parent/Guardian Signature

Date

History of Past Schools Attended:

Please list any schools that you have attended in the past 2 years if applicable:

Name of School: _____

Name of ISD: _____

Name of School: _____

Name of ISD: _____