

## MPCP Checklist for Parents/Guardians

When you come to registration, please bring **ALL** the **COMPLETED** paperwork in your packet as well as what is listed below. We must have all paperwork to complete the enrollment process.

For returning families, please bring in the following items:

- **Emergency Consent Form:** This form must be completed each year by every family.
- **Field Trip Permission Slip:** This will cover all field trips. Notices will be sent home with your child prior to any field trips.
- Please bring **proof of residency**. A copy of one of these documents will work:
  - Current wage statement
  - Current WE energy bill, water bill, cable bill, or landline phone bill
  - Current property tax bill
  - Current lease agreement
  - Government correspondence ex: SSI, W2, Food Share documentation, housing assistance letter with parent/guardian name listed and current address.
  - CELL PHONE BILLS AND RENT RECEIPTS ARE NOT ACCEPTABLE RESIDENCY DOCUMENTATION

For New Families, or if you have a new student applying from your family, please bring in the above items plus your 2011 Tax return.

Without the tax return, **WE CANNOT** process your enrollment.

- Make sure you have the **1<sup>st</sup> & 2<sup>nd</sup> page of your 2011 tax return**, and the 2<sup>nd</sup> page is signed and dated. Also, if your dependants are listed on a statement sheet, please include that too. If you are not filing a tax return for 2011, please contact the office before registration to obtain some additional paperwork you will need.