

Student Enrollment Checklist

Upload the following REQUIRED documents into ASPEN and upload them prior to clicking the submit button in ASPEN

- Proof of Residency, in district and out of district must provide 2 items (please view the approved list of documents on the enrollment form [here](#))
- Birth Certificate (student)
- Parent/legal guardian (drivers' license)
- Authorization for Release/Receipt of Confidential Information
- Home Language Survey
- Counselor's Enrollment Form
- Affidavit of Residence Form (must be notarized and can be done during your in-person appointment)
- Authorization for Release of Records for Northwest Special Education
- Bus form (Out of District Students will register separately)

The following documents to be uploaded separately then the documents above:

- Physical/Immunizations
- Medical Authorization Form
- Tylenol Form
- Health Information Form

The following documents must be uploaded as a separate document:

- IEP
- 504

The following documents must be uploaded as a separate document

- Report card

The following document to be uploaded as a separate document

- Rhode Island Interscholastic Transfer Affidavit

The following document to be uploaded as a separate document

- Free and Reduced Lunch (optional)

Items to be brought in on the in-person Registration Day (please call Kyle Fraatz @ (401) 710-7500 ext. 7568 to set-up appointment)

- Parent/legal guardian driver's license
- Original birth certificate