



COVINGTON INDEPENDENT PUBLIC SCHOOLS

Guardian Checklist for Enrollment

School Name: _____ Phone: _____

Student Name: _____ Grade: _____

The following forms and information listed below are required to register your child. Check them off as you acquire each document.

- Birth Certificate or Proof of Guardianship
- Custody Agreement (if necessary)
- Copy of Child's Social Security Card
- Proof of Residency (2 forms) - utility bill to the legal guardian, rental/lease/purchase contracts, etc.
- Transcript, report card, and/or other academic records from prior school(s)
- Kentucky Immunization Certificate (all grade levels)
- Physical (all grade levels)
- Vision Exam – All students under the age of 7 are required to have a vision examination by January 1 of the first year of enrollment.
- Dental Exam - All 5 or 6 year-old students are required to have a dental screening or exam by January 1 of the first year of enrollment.

For questions contact the appropriate school below.

- Holmes High School 859-655-9545
- Holmes Middle School 859-392-1100
- JE Biggs Childhood Center (preschool) 859-292-5895
- Sixth District Elementary 859-292-5819
- Glenn O Swing Elementary 859-292-5821
- John G. Carlisle Elementary 859-292-5812
- Ninth District Elementary 859-292-5823
- Latonia Elementary 859-292-5825