

## **Registration Procedures for Vicenza Elementary School New Kindergarten & 1<sup>st</sup> Time Students Grade Levels 1 thru 6**

- ✚ Registration Packet & Nurse's Packet need to be filled out and completed and verified by the registrar and the nurse.
- ✚ Sponsor's or spouse's ID card and signature on registration forms.
- ✚ Student's birth certificate and passport (copies are accepted or originals will be copied by our office)
- ✚ Sponsor's military / civilian orders and dependent's orders, if dependents traveled separately; if your dependents do not have travel orders, a memo from your unit or organization stating that you are the sponsor of your dependents.
- ✚ Address of previous school student attended in order to request school records. This applies only to the students that have attended school. Does not apply to New - 1<sup>st</sup> Time Kindergarteners.
- ✚ Student's immunization record. Children not meeting immunization requirements cannot enroll. The school nurse will verify immunization records.
- ✚ Bus Transportation – Once you have registered with the registrar you may go to the DETMO Bus Office to register your child(ren). Parent(s) and student(s) should go to the Bus Office where digital photographs will be captured in the SBO database.

**SURE START 4-YEAR-OLD PROGRAM – STUDENTS MUST  
BE 4 BY SEPTEMBER 1 of this calendar year  
(Sure Start Students may only register with approved application.)  
KINDERGARTEN STUDENTS MUST BE  
5 YEARS OLD BY SEPTEMBER 1 of this calendar year  
FIRST GRADE STUDENTS MUST BE  
6 YEARS OLD BY SEPTEMBER 1 of this calendar year**

**Free / Reduced School Lunch Program:** Please call 634-5998 (0444-71-5998 from off post) for an appointment to see if you are eligible for free / reduced school lunch coupons. You will need to provide a copy of your latest LES (Leave & Earnings Statement) and proof of any other family income.